

Alternative Provision

Quality Assurance: Policy Checklist - Pre-Visit

This is a Quality Assurance Framework which collates information to enable support. It does not duplicate Ofsted requirements but facilitates the sharing of good practice to improve outcomes for young people with SEND.

This will evaluate the quality of provision within alternative provisions and help us better understand the value-for-money aspect of provisions.

Provider: Reach Alternative Education **Person Responsible for QA:**

Visit Report by:

Date:

	Details provided
Named Contact	07496945419
Contact number	Joe Snowdon
Address details	South Pertherton Youth Centre, Lightgate Lane, South Petherton, TA13 5AU
Age range/Key stage	KS1 – KS5
Opening times	0930 – 1430
Termly or all year round	Term time only
Have you signed up for Studybugs? If not, would you like a call back to discuss?	Yes N/A
If you haven't signed up for the Framework, do you require a follow call to enable you to apply?	Yes/No If not on the Framework, record the reason why:
Current fees (Please detail all fees and costs inclusive of session times)	£222 (+VAT)
Number of pupils	200
Name and DOB of Somerset pupils	
Any other relevant info	

Item	Y/N	Evidence	Action (To be completed by Somerset Council)	☒/☑
Essential Policies in place (up to date)	Y	Provide details of any eligible policies if not listed below. Please see zipped folder attached to this email or our QA zipped folder on website Quality Assurance Reach Alternative Ed		☐ ☐
Safeguarding Policy in place – All staff level 1 CP	Y	Training records, what training and dates completed. All staff complete level 1 within their induction period and then cascade training provided by Dan Palmer Safeguarding policy within the zipped folder		☐ ☐
Recruitment details: - DBS certificate numbers and dates. Also checking DBS for relevant provision. - Third-party letter. - Training records	Y	Evidence of DBS numbers in date and relevant - Enhanced. Signed Copy of Third-Party Letter. Copy of individual training records. DBS numbers are within our zipped folder attached to this email Access available to third party letters and training records		☐ ☐
Behaviour Policy	Y	Provide a copy and details (indicate if attached to email response) Please see zipped folder attached to this email		☐ ☐
Attendance Policy	Y	Provide a copy and details (indicate if attached to email response) Please see zipped folder attached to this email		☐ ☐

Records of Data Collection (attendance, punctuality)	Y	Provide a copy and details (indicate if attached to email response) Please see attendance policy attached to this email and a redacted attendance spreadsheet can be sent when requested.	☐ ☐
Anti-Bullying Policy	Y	Provide a copy and details (indicate if attached to email response) Please see zipped folder attached to this email	☐ ☐
Equality, Diversity and Inclusion Policy	Y	Provide a copy and details (indicate if attached to email response) Please see zipped folder attached to this email	☐ ☐
Health and Safety Policy	Y	Provide a copy and details (indicate if attached to email response) Please see zipped folder attached to this email	☐ ☐
Health & Safety: Insurance details (£10 million in Public Liability and Employer Liability insurances)	Y	Check certificate, ensure insurance is in date and has the correct provider details. Please see zipped folder attached to this email	☐ ☐
Business class Insurance (if transporting young people)	Y	All relevant staff details should be checked, Name, date of policy/insurance. All staff that transport young people hold valid business class insurance; this is checked annually on expiry and renewed by staff members personally Our Fleet insurance documents can be seen in	☐ ☐

		zipped folder attached to this email		
Data Protection and GDPR Policy	Y	Provide a copy and details (indicate if attached to email response) Please see zipped folder attached to this email		☐ ☐
Complaints Policy	Y	Provide a copy and details (indicate if attached to email response) Please see zipped folder attached to this email		☐ ☐
Staff Code of Conduct Policy	Y	Provide a copy and details (indicate if attached to email response) Please see zipped folder attached to this email – signed annually in September		☐ ☐
Whistleblowing Policy	Y	Provide a copy and details (indicate if attached to email response) Please see zipped folder attached to this email		☐ ☐
Lone Working Policy	Y	Provide a copy and details (indicate if attached to email response) Information on Lone Working policy can be found in health and safety policy attached to this email.		☐ ☐
Online Safety and Acceptable user Policy	Y	Provide a copy and details (indicate if attached to email response) Please see our zipped folder attached to this email for our communications policy.		☐ ☐

Alcohol and Drugs Policy	Y	Provide a copy and details (indicate if attached to email response) Please see zipped folder attached to this email		☐ ☐
Risk Assessment Policy	Y	Provide a copy and details (indicate if attached to email response) Information on Risk Assessment policy can be found in health and safety policy attached to this email.		☐ ☐
Risk Assessments and Action plans in place	Y	(List what they are, check they match activities and in date.) Please see zipped folder attached to this email Fire RA South Petherton Site RA Collective Activities RA Student Travel & Outings RA Travel and Residential RA		☐ ☐
Communication Policy	Y	Provide a copy and details (indicate if attached to email response) Please see zipped folder attached to this email		☐ ☐

Signed:		Date:	
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