

Alternative Provision

Quality Assurance: On site Checklist

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

This will evaluate quality of provision within alternative provision and gain further understanding of the value for money aspect of provisions.

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

Visit Report by:

Date:

Item	Y/N	Evidence	Action	☒/☑
Provide details of first aid arrangements	Y	<i>(Are the areas for first aid clearly marked? Is the equipment checked regularly?)</i> All staff trained in Emergency First Aid First Aid posters are sited around the building. Air ambulance coordinates on kitchen wall First Aid kits in both kitchen area and main office Grab bag in main office First Aid kit in all staff cars working with young people		☐ ☐
Incident book to record notable events or issues and outcomes	Y	<i>(Where is this kept? Who has access to it - GDPR Who/how will incidents be shared with school/parents?)</i> Reach operates a google form system for incident reports and near misses accessed via QR codes or links sent to staff when needed Compliance Lead checks for patterns in accidents etc in real time.		☐ ☐
Paperwork and reports to track, monitor and evaluate learner progress	Y	<i>(What do the monitoring processes look like? Are the systems robust?)</i> Staff use our new schools portal to complete reports for students attending Reach. We also attend reviews for young people as well as multi agency meetings		☐ ☐

PPE available (if appropriate)	Y	<i>(Where is the PPE stored? Is it easily accessible/stored appropriately for its purpose?)</i> Aprons and gloves available in the kitchen for cooking Safety glasses available for nerf guns etc Gloves and masks available for crafting	☐ ☐
Site visit checks - To include: • Security/ Site Access • CCTV (location, data storage, how long is it kept) • GDPR Policy • Kitchen Certs • Signage • Teaching Space • Gates/doors/fences • Fire Safety	Y	<i>(Observe/photograph exits and entrances. Discuss and add to notes section around what was observed on site. Check CCTV location and GDPR.)</i> Daily checks are carried out in the building and recorded on sheets within the kitchen to open the kitchen and base. Weekly and monthly building checks are recorded via Microsoft forms and check all emergency lighting, fire extinguishers etc are in place and active CCTV managed by Director Security system is monitored 5* Food hygiene Lockdown and fire procedures in place All information available on request	☐ ☐
Lesson Observation Schedule	Y	<i>(It is purposeful and timely to meet the academic needs of the young person.)</i> Supportive observation available on request	☐ ☐
How do you manage flight risk for students?	Y	<i>(check for each site that there are taught children at?)</i> Information on absconding can be found in Policy 1 within our zipped folder attached to this email. Duty desk supports where needed Red button app on phones if needed for police presence	☐ ☐
Additional Notes			

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Signed:		Date:	
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