

Alternative Provision Quality Assurance Visit 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	☒/☑
Email sent to AP to request access to Policies prior to QA		<i>(Add email to the sharepoint folder.)</i>		☐ ☐
Adoption of essential elements of QA (Partnership agreement; programme schedule(s); contractual agreement)	Y	<i>(Signed SLA's to be added to sharepoint folder for each student.)</i> Individual school contracts sent via our Business Lead		☐ ☐
Health & Safety: Insurance details (£10 million in Public Liability and Employer Liability insurances)	Y	<i>(Check certificate, ensure insurance is in date and has the correct provider details.)</i> Please see zipped folder attached to this email		☐ ☐
Business class Insurance (if transporting young people)	Y	<i>(All relevant staff details should be checked, Name, date of policy/insurance.)</i> 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		☐ ☐
Recruitment details: - DBS certificate numbers and dates. Also checking DBS for relevant provision. - Third-party letter. - Training records	Y	<i>(Evidence of DBS numbers in date and relevant - Enhanced. Signed Copy of Third-Party Letter. Copy of individual training records.)</i> DBS numbers are within our zipped folder attached to this email Access available to third party letters and training records		☐ ☐

Risk Assessments and Action Plans in place - including off-site visits	Y	<i>(Check the RA's match to the activities and are in date.)</i> Risk assessments can be seen in zipped folder attached to email and we also gain the risk assessment and liability insurance for activity providers we visit.	☐ ☐
Safeguarding Policy in place- All staff level 1 CP	Y	<i>(Training records, what training and dates completed.)</i> All staff complete level 1 within their induction period and then cascade training provided by Dan Palmer	☐ ☐
Records of Data Collection (attendance, punctuality) Studybugs	Y	<i>(Signed copy of attendance SLA's.)</i> Signed up to Studybugs Attendance is also recorded on our own live spreadsheet	☐ ☐
Risk Assessments and Action plans in place	Y	<i>(List what they are, check they match activities and in date.)</i> Our health and safety policy contains information around risk assessments and when to carry out etc, we also have risk assessments for 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	☐ ☐
Enhanced CRB/ DBS checks for all employees	Y	<i>(Check certificate numbers. Check any criminal records. Check DBS for the AP.)</i> All staff at Reach undergo an enhanced DBS check prior to any solo work with young people which is reviewed every 3 years	☐ ☐
Delivery staff have knowledge, experience, qualifications & training to deliver subject area	Y	<i>(What training, who and on what dates.)</i> All staff have an induction period which includes shadowing and is signed off by the director	☐ ☐

		All staff attend training every other Tuesday in term time to gain knowledge and skills in delivering youth work. All staff prior to any work with young people complete the following; - Prevent - Safeguarding - Fire Safety - First Aid - Food Hygiene		
Paperwork and reports to track, monitor & evaluate learner progress	Y	<i>(What do these look like, Who is the named link at the AP? Who is the named link at the school?)</i> Staff use a system called confluence to complete reports for students attending Reach. Staff also attend multiagency meetings and reviews for students		☐ ☐
Learner Induction Process/ Records/ Welcome pack	Y	<i>(Learner Induction information.)</i> Allocations lead meets parent/carer or school prior to engagement with Reach Parent/carer get welcome letter and consent form		☐ ☐
Initial Learner Assessment process	Y	<i>(Learner assessments.)</i> Allocation Lead determines which youth worker is best placed to deliver the sessions for the young person and school/LA let us know whether it is preferred to be 1 to 1 or group setting We also receive a referral/pen profile from schools/LA with information on the young people		☐ ☐
A Delivery Plan or Scheme of Work	Y	<i>(Accreditation.)</i> Group work is planned termly with contingency plans in place as well. 1 to 1 session can be planned but both types are sessions are fluid dependent on how the		☐ ☐

		young people present on the day		
Attendance Data collected (am & pm) and shared (in a consistent and timely manner)	Y	<i>(Who will do this from the AP? Who will do this from the School?)</i> Please see our attendance policy in zipped folder attached to the email.		☐ ☐
Qualifications delivered recognised by the Qualification and Credit Framework (QCF)	Y	<i>(Qualification framework.)</i> When necessary, courses and sessions are delivered by qualified and accredited people.		☐ ☐
Evidence of Parent/ Carer Consent Forms (including work placement)	Y	<i>(Signed forms to be scanned into the system.)</i> Parents/Carers can access our consent form digitally or paper copy, both are stored in a excel spreadsheet which alerts us to when someone is expiring so we don't have any lapse.		☐ ☐
A complaints procedure	Y	<i>(Copy of procedure on file.)</i> We have a complaints policy within the zipped folder attached to this email and a complaints section can also be found on our website		☐ ☐
EV Reports and follow-up procedures	N/A	<i>(Clear reporting and safety measures.)</i>		☐ ☐
Are there any Somerset pupils who's EHCP lists certain provision that you are not providing? If so have the Statutory SEND Team been notified?		<i>(Ask for number and name of children) (List what provision they are not receiving, outlined in their EHCP, and why) (Who have they notified and when?)</i>		☐ ☐
How is the planning and delivery of section F managed for each individual and how timely and well managed is this?	Y	As part of pen profile review and programme reviews jointly with school. Termly updates via reports		☐ ☐

Signed:		Date:	
----------------	--	--------------	--

