



*Creating Safe Connections &  
Environments that Promote  
Development*

## Quality Assurance Visits

Thank you for taking the time to visit REACH Alternative Education. We really value quality assurance visits and inspections by a range of agencies. OFSTED require schools to carry out strong checks on all alternative provision. We are very happy to visit any school at the time of OFSTED should this be of assistance.

The list below outlines a range of information and measures in place which we hope provide reassurances of the culture, processes & procedures that are in place to safeguard everyone involved in the service. This list is not exhaustive. Please feel free to request copies of documents to be emailed following your visit.

REACH is a Non-registered, Alternative Education Provision (Not registered with Department of Education). Unregistered means that we are unable to take full time placements. Therefore, to ensure best practice, REACH only accepts students for up to 12hrs per week. Best practice states that a school should be providing more hours than the AP provider although it is understood that this is not always possible. Schools must as a minimum have physical eyes on a student each week as part of the timetable. REACH is unable to register with the DoE unless it takes full time students. At this point REACH becomes an independent school. We at this point wish to remain as a flexible service that meets the needs of schools and students and therefore, we are not pursuing becoming a school.

REACH is registered with Somerset Council (SC) EV approval list (School trips approval). REACH is also on the SC approved alternative provision list including Somerset Choices site.

REACH is registered with the Information Commissioner.

REACH has comprehensive insurances in place. This includes Public liability, Employer's liability, Indemnities & fleet cover for our REACH owned cars.

REACH placements must have a commissioned provider. We do not accept referrals direct from families. Upon any direct family request, we would ask the family to fund a school / agency and then for REACH to be commissioned by the service.

Safer recruitment. REACH has a Single Central Register (SENTRY) and complies to the SC safer recruitment processes. Harry Meaden and Dan Palmer have access to this. Both are safer recruitment trained through SC (every 3yrs). Safer recruitment includes: Full application and interview, 2 referees including most recent employer, verification checks of references, Enhanced DBS and barred list check. Also checks on gaps in employment and certificate of good conduct of those who have worked abroad. All front line staff are employed (none are self employed). We can issue DBS numbers but we do not issue copies of individual staff DBS certificates. All support staff are also DBS checked. DBS's are renewed every 3 years.

All staff complete an annual DBS declaration. Staff also annually read & re-sign the staff code of conduct.

The REACH Director sits on the Somerset Education Safeguarding board. The Director also has a S/G governor to 3 Somerset schools. This enables our learning and shared best practices.

DSL team. All have Level 2 Somerset (Working Together) training and all due to be DSL trained. The DSL team access the County DSL network meetings. REACH has a positive open working relationship with the Somerset LADO. Staff have the whistleblowing information and posters are located in both bases. There is also a whistle blowing policy.

REACH operates an internal assessment for safeguarding that matches the Somerset Effective Support document. This means we hold a list a list of Level 4's, Level 3's and those that we are monitoring to a lesser concern. REACH operates myconcern as its safeguarding process recording. This system can be linked with school myconcern systems. REACH conforms to Keeping Children Safe and also completes an internal annual audit of safeguarding (Matching the SC audit).

All front-line staff have basic awareness annually (cascade training). Also Prevent. All staff annually read the updated S/G policy and Keeping Children Safe. The latter is signed by all staff. The S/G policy is from the SC model policy. Our policy is printed in duty office and also on our website.

Attendance is managed by the duty desk and records are kept by REACH. The duty desk telephones schools for any non-attendance and also raises concerns if safeguarding concerns are deemed associated.

All staff carry REACH ID which includes current DBS number.

Lone working is a key element of our role in our support to students. This is risk assessed and the duty desk provides live support to all lone working staff. Staff have trackers so that duty is aware of location, staff also have panic buttons, protocols for absconds, emergencies, self disclosing etc.

All students receive a welcome letter which details an induction to REACH. This includes the safeguarding procedures. Parents & Copies receive a separate letter and consent form for each student. The letter outlines REACH, its operations, safeguarding and how to contact us.

All staff are issued with a work mobile phone. Staff are not permitted to use personal phones for work use.

Confidentiality is managed and reviewed by the whole service. DP is the GDPR lead. Staff have annual update training on keeping information safe including checks on when to pass information on and when not to. Also to check on identity of requesting source.

All buildings require visitors to sign in and wear visitors' badges at all times.

All policies and risk assessments are available and printed in main office.

The live duty desk provides safety support and communication to all staff working and has a number of protective factors in place to support staff. The desk is always overseen by a member of the leadership & DSL team.

All Leadership staff have external supervision for their role inc DSL role by Julia Severn (Educational Psychologist).

All staff complete a full induction and sign off process with the director prior to completing any probation period.

All staff complete a driver assessment at the start of their employment. This is with an external driving school. An annual classroom refresh is completed with all driving staff. Independent car checks are carried out by REACH on all staff cars. Staff complete their own daily checks and recordings of safety checks. All staff carry safety equipment including first aid, fire extinguisher, reflective jackets and break glass hammer. Staff are drug and alcohol tested at random.

Staff access a wide range of CPD and training, this is delivered internally and externally. Staff also have regular supervision and caseload meetings. Annual appraisals are held with the director. Staff also have peer supervision and a package of support should they require extra help. Daily briefing and debriefing options are available to all staff.

All staff hold level 2 food hygiene & emergency aid first aid. The base DSL team hold fire warden, first aid and lockdown training.

Food and refreshments form part of all our work. At our bases we try to source fresh ingredients to cook with including some local produce where possible.

REACH commissions Atlas Safety management as its nominated health & safety lead. Atlas carries out monthly visits and checks on all areas of health & safety within the service.

All buildings have CCTV recording externally including taxi drop off. Details of any collections of students from our base are logged including name, registration, time and date.

Checklists are available on buildings; Emergency Lighting, PAT testing, fixed electrical, fire call and smoke detector log plus COSHH checks.

The complaints procedure is mounted in all buildings and displayed on our website. DP has completed SC Governor services complaints training.

All schools should have access to the reports portal system – Confluence. Any issues with access to these daily reports from staff then please ask for the portal login to be reset.

Please take reference to the following: Core Offer, REACH is document, A little bit about REACH & our Personal Attainment Objectives. All schools should have a partnership agreement sent by our finance for each student or group. This is the working contract between schools and REACH.