

Larches High School Alternative Provision Quality Assurance Document 2021-22

NAME OF PROVIDER:		DATE:		Person/Designation undertaking the check:	
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Contact Details			
Name, address, telephone, email (Primary contact)			Mobile: Tel: Email:
Name, address, telephone, email (Secondary contact)			Mobile: Tel: Email:
Location & Facilities	Compliance	Evidence of Compliance	Action
Venue address			
1. The provider has made its site safe and secure and adheres to all Health and Safety statutory guidance.	Yes/ No/ In Part (detail)		
2. The provider has procedures in place to deal with unwelcome visitors in order to ensure the safety of all students and staff on site.	Yes/ No/ In Part (detail)		
3.			
Location of venue			
4. The location of the centre is suitable for the course and within reasonable proximity to school. The provider has compiled a risk assessment and has procedures in place to ensure pupils safety on arrival and departure.	Yes/ No/ In Part (detail)		
5. School staff have undertaken pre-visits	Yes/ No/ In Part (detail)		

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		Evidence of Compliance	Action
Onsite facilities			
6. The provider ensures that facilities are suitable and safe for use. That all equipment meets the required safety standards and is regularly checked and maintained.	Yes/ No/ In Part (detail)		
7. Permission for unsupervised breaks is obtained from parents by the provider.	Yes/ No/ In Part (detail)		
Course of Study	Compliance	Evidence of Compliance	Action
8. The provider has selected a suitable course of study that offers accredited qualifications	Yes/ No/ In Part (detail)		
i. Details of programme			
ii. Suitability of course for our pupils			
iii. Group sizes			
iv. Pupil/staff ratio (LHS staff required or not)			
v. Length of course			
vi. Times of sessions			
vii. Term Dates			

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Safeguarding	Compliance	Evidence of Compliance	Action
9. The provider has a Designated Senior Lead for Child Protection and social, emotional and behavioural issues, who is committed to sharing vital information in confidence, should it affect a student's attendance or learning.	Yes/ No/ In Part (detail)		
10. The provider has a current safeguarding and child protection policy which is reviewed annually and conforms to statutory requirements of KCSIE (Keeping Children Safe in Education)	Yes/ No/ In Part (detail)		
11. All provider staff have undertaken appropriate training about their role and responsibility and refresher training at three yearly intervals. The provider keeps up to date records of all staff safeguarding training including levels of training and dates.	Yes/ No/ In Part (detail)		
12. The provider ensures that all appropriate checks are carried out on new staff and volunteers who will work with children including all relevant Disclosure and Barring Checks. All safer recruitment checks are evidenced in the Single Central Record and this is checked regularly for accuracy.	Yes/ No/ In Part (detail)		

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	Compliance	Evidence of Compliance	Action
13. The provider has developed a code of conduct for staff that clearly outlines the provider's expectations in relation to the behaviour of all staff and volunteers and has procedures in place for dealing with allegations of abuse against members of staff.	Yes/ No/ In Part (detail)		
14. The provider will ensure copies of Public Liability Insurance cover and other relevant documentation are shared with the school.	Yes/ No/ In Part (detail)		
15. The provider has registered as a learning centre and has a UKPRN number. The centre is registered with Ofsted YES/NO	Yes/ No/ In Part (detail)		
16. The provider will ensure that all pupils undergo a health and safety induction when starting provision. This will include details of first aid and accident procedures, as well as bullying/harassment; smoking; fire; and medication routines.	Yes/ No/ In Part (detail)		
17. The provider will ensure that shared use of building is suitable for all users and that all other adults comply with our safeguarding policy.	Yes/ No/ In Part (detail)		

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Reporting Progress and Achievement	Compliance	Evidence of Compliance	Action
18. The provider has a robust system in place for recording tracking and monitoring attendance and is committed to providing daily information to schools about their students' attendance Daily contact with school via attendance email s.romain@larches.lancs.sch.uk or via 01772 792412 ext 219. This is completed within 30 minutes of pupil start time.	Yes/ No/ In Part (detail)		
19. The provider has a robust target setting system in place which agrees student target grades at the start of their courses.	Yes/ No/ In Part (detail)		
20. The provider has robust tracking systems in place for student performance and is committed to reporting information about progress on a half termly basis.	Yes/ No/ In Part (detail)		
21. The provider is committed to reporting daily feedback in a standard format to enable strong relationships between the school, the parents and the provider to develop.	Yes/ No/ In Part (detail)		
22. The provider has a robust assessment analysis tool in place to facilitate data sharing and is committed to provide partner providers with agreed data in a common format. In line with GDPR Compliance (Privacy Policy).	Yes/ No/ In Part (detail)		
23. The provider undertakes an annual analysis of results and shares data with the school.	Yes/ No/ In Part (detail)		

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Behaviour & Incidents	Compliance	Evidence of Compliance	Action
24. The providers' tracking system includes information on attendance and behaviour which is part of the half termly data sharing on students.	Yes/ No/ In Part (detail)		
25. The provider has a Behaviour for Learning policy and all staff are trained in its usage.	Yes/ No/ In Part (detail)		

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Quality of Teaching	Compliance	Evidence of Compliance	Action
26. The provider has robust appraisal/performance management systems in place with clear outcomes for poor student's results or poor teaching.	Yes/ No/ In Part (detail)		
27. The provider has a programme of annual regular lesson observations.	Yes/ No/ In Part (detail)		
28. The provider has a calendar of monitoring, evaluation and review in place for all aspects of the curriculum, which includes work sampling, lesson observation and learning audits with students.	Yes/ No/ In Part (detail)		
29. The provider has an annual commitment to a programme of continued professional development for all staff.	Yes/ No/ In Part (detail)		
Finance	Compliance	Evidence of Compliance	Action
30. The provider has a financial agreement with the school and invoices will be submitted termly as per the plan.	Yes/ No/ In Part (detail)		
31. Provider will liaise with the school bursar to ensure prompt payments can be made.	Yes/ No/ In Part (detail)		
32. The provider will communicate effectively with school regarding start and end dates for pupils and substitutions for places will be recorded clearly to assist invoicing.	Yes/ No/ In Part (detail)		

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Appendix: Covid 19 Safety	Please provide copies of site Risk Assessments in response to Covid 19
How is the provider ensuring safety on site in the following areas:	
Hand Washing	
Cleaning	
Social Distancing	
Others using the site at the same time as ***** pupils	
Visitors to site	
Sharing of resources	
Procedure if somebody falls ill on site	
Additional staff training received	



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Vocational Provision Quality Assurance

The provider meets the criteria above and is judged at the time of audit to be committed to providing high quality provision to the students at Larches High School.

Yes	No/ Partial (add detail)	

Signature of auditor: _____ Date: _____

Signature of provider: _____ Date: _____