

## THE EAST STAFFORDSHIRE & TAMWORTH PRUs FEDERATION

### Commissioning, Monitoring and Quality Assurance of Alternative Provision Placements at KSSS & BPRU

This is a checklist of KPI which home schools need to know when commissioning a place at Staffordshire County Council Pupil Referral Unit: Kettlebrook Short stay School in Tamworth or Burton PRU in East Staffs (They are part of the East Staffordshire & Tamworth PRU Federation). The Federation has appropriate and robust monitoring arrangements in place, we welcome visits from home schools throughout the week – we will try our best to accommodate your visits based on your busy schedules. (It adheres to Staffordshire County Council Admissions\*\* the DfE Jan 2013 AP statutory guidance for Local Authorities.)

**Ofsted** requires local authorities to report on children *not in receipt of full-time education in the usual way*. This includes the duty to monitor pupils placed by mainstream and special schools in off-site Alternative Provision. Full time education is generally accepted to be 18 - 25 hours a week in a maintained school.

**Home Schools** are required to regularly confirm to the Alternative Provision (AP) that they have chosen have robust arrangements in place to monitor and quality-assure any alternative provision placements made.

#### MAIN CONTACTS:

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\*\* <https://www.staffordshireconnects.info/kb5/staffordshire/directory/advice.page?id=tQRJJVQHZAE>



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### RATIONALE: ‘Getting it Right Together’

This is a brief overview of information that you might need – all of these documents can be shared with your organisation; we are available at short notice to take a dual registered (outside the District Send & Inclusion Hub meetings), when your school is being Inspected by OFSTED etc. Please contact anyone of us (KSSS: Brian or Kirsty of BPRU: Sarah or Kirsty) to meet, visit, see your students, discuss progress etc.

**A Good PRU delivers a lot of love, kindness & praise with a little magic, into the lives of our Young People, who have sadly experienced too little of these but too much trauma.**

**Safeguarding:** Your DSL will have been authorised to have access to your dual registered student’s My Concern.

	Yes	No	Comment
Is a recent ‘Good’ or ‘Outstanding’ Ofsted Report available where applicable?	Y		KSSS: May 2024 Good BPRU: May 2019 - Good
Is an institution which should be registered as an independent school (four or more students or one with a statement/EHC Plan on roll full time) registered and not operating illegally?	Y		OFSTED REG; 1109 – KSSS; 1111 - BPRU SCC provision Contact with SEND & Inclusion Commissioner, Assistant Director for Education Strategy & Improvement Staff at Districts S&I LMG
	Yes	No	Comment
<b>KEY INFORMATION/ QA</b>			
Staff and Volunteer Record – Single central record of qualifications, recruitment and vetting checks	Y		SCR for staff, regular visitors, agreed ITT placements & MC Gov held by EHT and HoS; checked by INSIGHT HR annually Letter of SSU out to all sec schools Sept annually Safer Recruitment trained staff Use of Stoke on Trent
Insurance Certificates (see details below)	Y		DfE RPA scheme Trips – SCC Evolve system
Core Risk Assessments	Y		School sites: rooms, activities; equipment etc Students, SCIP, MACE; etc COVID19

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			Clear signing in/out procedures for all staff; students AND visitors (with COVID tracking)
Admissions Policy and Procedures and register	Y		SCC Admissions policy SEND HUB referrals; P.Ex from SCC; APP admissions etc
Attendance Policy and Procedures and register	Y		Policy – reviewed annually with EWO and SCC annual Reg Inspection Arbor attendance recording MIS; Home schools have access
Health and Safety Policy	Y		SCC policy; RA; Fire; SCC H&S visits annually 3-5 yr SCC H&S Audit 2024
Educational Visits and Outings Policy and Procedures	Y		SCC Evolve scheme; EVC trained staff. Policy - LoTC
Code of Conduct and Behaviour Policy (to include drugs policy and anti-bullying policies)	Y		Staff CoC; MC CoC; Students Admissions CoC signed; B4L policy; Anti bullying policy; Drugs policy; Screening, confiscation policy; SCIP policy etc Annual SCC SCIP fresher for all staff.
Data Protection Policy and Procedures	Y		Data & GDPR policy; student and staff Privacy Notice; GAP analysis; ICO registered; DPO – SCC SLA Annual GDPR INSET for all staff
Equality information and objectives (public sector equality duty) statement for publication	Y		2022-2026 Equality Objectives IQM – Inclusion Charter mark from 2013: KSSS is assessed annually to maintain being an IQM Flagship school.
Child Protection Policy and Procedures	Y		SCC Model SSU policy; Whistleblowing policy SSU & HR; USE of My Concern to log all SSU – DSL team monitoring; Home School dual reg students alerted. DSL attend SCC regular DSL training. 2024: last 175/157adult SSU flyers in reception; SSU Governor; SIP review SSU annually.

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		Staff & MC sign KCSIE annually; Staff annual CP Level 1 training. Safer recruitment trained staff
Statement of procedures for dealing with allegations of abuse against staff	Y	As part of SSU policy; Staff CoC policy Procedure statement; Policy
Sex and Relationships Education Policy	Y	
Complaints Procedure Statement	Y	
Other – specify CAREERS IAG provision	Y	Baker Clause / Access to provision Policy; KSSS & BPRU are fully awarded QiCS chatermark. 1:1 Level 7 Careers Advisor; Part of the Careers HUB system; use of Compass to record Gatsby Benchmark progress.
MANAGEMENT COMMITTEE / Governors	Y	Chair and Vice Chair; Federated: The East Staffordshire & Tamworth PRUs Federation from 1.4.2018. Meet TERMLY with SCC Clerk; Full ; T&L Business committees. MC Panel & SIP for Annual EHT PM GIAS up dated
WEBSITE	Y	Compliant June 2024 – last check
TOP UP FUNDING	Y	TRIG 8 Admissions policy/Top up element – SCC website**
CONTRACTORS on site	Y	Only by prior agreement after school time unless in an Emergency – then staff present at all times with contractors.

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### Insurance (see requirements in Appendix 1)

	Yes	No	Comment
Public Liability insurance	Y		DFE RPA
Employer's Liability insurance	Y		DFE RPA
Professional Negligence insurance	YD		DFE RPA
Motor Vehicle Insurance			Individual staff have Business Class Insurance. Minibus Insurance for staff over 25 with contract with Golf Variety Club – The Children's Charity
Subcontractor Liability			n/a

**Quality of provision:** Your School's Inclusion Lead will have been authorised to have access to your dual registered student's MIS – Arbor: live access to attendance, social and academic progress & Safeguarding – My Concern

\*Home Schools can track this live through Arbor Portal.

Curriculum Design & Intent	Y		Core: E/M/S/PE/Art/Food/PSHE Additional: ICT/RE/Creative Media/ Functional Skills/Forest School/Mindfulness/College and AP courses as appropriate to meeting the students needs. Remote Learning Policy and Statement ILP per student. IAG per student
The premises support small group work	Y		KSSS 2 Sites: main Tame Street; Skills Centre Offa Street BPRU 4 Sites: main Winshill; Uttox; 3rd site to be completed
SEND & Inclusion meets students' needs	Y		Qualified SENCO over the Federation Staff attend & Chair District S&I Hubs; LMGs etc SEND key docs: map of provision; SEND Information Report; SEND Review and Nutshell

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Classroom staffing	Y	All qualified, experienced well trained staff – teachers and TA’s. [Supply staff interviewed & used only for long term placements.] CPD for all staff; SCC required CPD per year.
Qualifications*	Y	Exam centre for GCSE’s; Btec; etc. Federation KS4 internal moderations.
Behaviour management* & Relational Good Practice	Y	Good B4L practices; Rewards programmes; Positive behaviour points; daily contact with p/c; Policy
Attendance tracking*	Y	Policy; Tracking per day with DSL. Attendance District clinics etc.
Academic progress tracking*	Y	Annual target setting; half termly working at grades & achievements; Reports to p/c per term with external agencies meetings on Review Days. Internal assessment moderation marking.
Positive Destinations	Y	MM support; POST 16 tracking with Entrust Yr 12 & 13
Welfare of Students and staff*	Y	My Concern – Safeguarding IQM Flagship school Well Being Award for Schools Trauma Awareness School MHWB staff leads Students have access to weekly counselling Staff have access to weekly supervision All major incidents: staff and students can have de-brief and support planning

### Supporting documentation in place

	Yes	No	Comment
Admissions to SCC PRUs	Y		SCC policy: Website **
Top Up funding place	Y		SCC policy: Website **
KSSS & BPRU admissions forms	Y		S& I Hub form; p.ex notification form
Induction process	Y		Referral form; Pre-admission meeting; Induction 10 day programme; PRU

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<p>Review process</p> <p>Transition onto the next phase of education: return to home school; new school Managed Move; SEND provision; POST 16 placement</p>	<p>Y</p> <p>Y</p>	<p>induction booklet and CTF file transfer; Safeguarding file transfer (if required) Commissioning agreement &amp; ILP.</p> <p>At S&amp;I Hubs per district; Key dates identified in the commissioning agreement &amp; whenever each Home School wants a review;</p> <p>Planned on an individual basis per student with each school, p/c, appropriate agencies etc – to ensure it is meeting the students needs.</p>
<p>External Agency</p>	<p>Y</p>	<p>We welcome all external agencies into school to work with their child/family.</p>
<p>Communication</p>	<p>Y</p>	<p>Home Schools have direct access to MIS of Arbor and SSU of My Concern; telephone; email; website; F2F meetings etc.</p>

COMMISSIONING AGREEMENT FORM – HoS with each school

INDUCTION BOOKLET – HoS given out in Pre-admissions meetings to Parents and child.