KETTLEBROOK SHORT STAY SCHOOL

QUALITY ASSURANCE CHECKLIST

Provision : _____

QA Assessor : _____

Date : _____

Review date : _____

Alternative Provision: Quality Assurance Checklist

From time to time, it will be appropriate for Kettlebrook Short Stay School to use alternative provision for some of our students. The main reason for us using alternative provision is to enable pupils to access a more vocational curriculum than they would otherwise be able to in our setting.

Kettlebrook Short Stay School has a duty to ensure that any alternative provision they commission is of high quality and that pupils are safe.

This guidance is aimed at schools where pupils are dual-registered (i.e. on the roll of both the referring school and that of the alternative provision).

▶ **What Ofsted Look For**

Inspectors will look at how well a school supports any pupils who are attending off-site or alternative provision. They will need to be satisfied that these pupils are safe and are having their needs met effectively.

When looking at the suitability of alternative provision, inspectors will consider:
- that the provision is a registered school (if it needs to be) and that leaders have checked this;
- that it provides high-quality education and is safe;
- how the school has quality assured the education on offer;
- the school's reasoning for why this is the best choice for the pupils who are accessing it;
- whether relevant safeguarding checks have been carried out by the referring school;
- whether students are accessing a broad, balanced and well-planned curriculum;
- the attendance of the pupils involved;
- how well the provision supports pupils with their personal development.

Leadership and Management is likely to be judged ineffective if:
- the use of alternative provision is ineffective;
- the school has not undertaken rigorous checks on safeguarding and quality assurance;
- leaders are not aware of the numbers of students accessing alternative provision;
- leaders have not checked the provision's COVID-19 safety procedures;
- the school is not taking responsibility for any pupils attending alternative provision.

Leadership and Management of the Provision

Area to be checked	Y/N	Evidence seen by school and additional details	NOTES
If the provision has been inspected by Ofsted (or, where relevant, the Independent Schools Inspectorate), is the school satisfied with the outcome of the last inspection?			
Does the provider have adequate levels of public liability insurance?			
Does the provider have adequate levels of employers' liability insurance?			
Does the provider have adequate levels of professional indemnity insurance?			
If relevant, does the insurance cover any subcontractors or external partners who may work with the pupils?			
Where pupils will be using transport, is there insurance cover for this?			
The organisation has a clear Safer Recruitment Policy in place and ensures that all teaching staff are suitable qualified to teach the course			
The provision tracks that training and development opportunities are identified and that mandatory training is up to date.			
The provision has a clear vision/approach to creating positive conditions for learning and personal development			

Leadership and Management: Safeguarding			
Area to be checked	**Y/N**	**Evidence seen by school and additional details**	**NOTES**
Does the provision have a Safeguarding and Child Protection Policy? Has this been shared with the school?			
Does the provision have a single central record and is this kept up to date?			
Are all staff and volunteers checked for their suitability to work with children through the use of recruitment and vetting checks?			
Is there a policy in place for managing allegations against staff?			
Are staff and volunteers at the provision familiar with the requirements that are set out in the latest version of Keeping Children Safe in Education (KCSIE)?			
Where there are safeguarding concerns regarding an individual pupil, is this information shared with the referring school?			
Have staff at the alternative provision accessed appropriate safeguarding training?			
Is there an Anti-Bullying Policy in place? Does the setting manage any instances of bullying effectively?			

Health and Safety

Area to be checked	Y/N	Evidence seen by school and additional details	NOTES
Does the alternative provision carry out risk assessments where needed? Are copies of these available for the school to see?			
Is there an up-to-date Health and Safety Policy in place?			
Are regular checks carried out to ensure that the premises are safe and buildings are well maintained?			
Does the provider carry out all the required/recommended health and safety checks (e.g. electrical testing, legionella, fire safety)?			
If the alternative provision will be taking pupils off site, are there robust policies and procedures in place for this (e.g. Educational Visit Policy/Outing Policy, risk assessments)?			
Are there sufficient numbers with up-to-date first-aid training?			
Does the setting offer adequate supervision for pupils?			
Does the provider have a Data Protection Policy?			
Is there a service level agreement in place, setting out the services that the College agrees to provide?			

Quality of Education

Area to be checked	Y/N	Evidence seen by school and additional details	NOTES
Is the curriculum on offer suitable for the pupils that have enrolled onto the course?			
Are courses planned and sequenced so that progression can be made over two years? Are Programmes of Study shared with the school?			
Will pupils be accessing a broad and balanced curriculum that keeps future options open to them?			
Does the alternative provision have its own systems in place to quality assure the education on offer?			
Does the school carry out regular assessments/progress reviews to ensure that pupils are making acceptable progress?			
Are the outcomes of these assessments/progress reviews shared with the school?			
Does the alternative provision support the personal development of pupils?			
Does the setting have adequate resources and facilities to provide a high-quality education?			
Does the provider offer appropriate qualifications and routes into further education and training?			
Does use of assessment help pupils embed knowledge and support the teaching of the subject?			

Behaviour and Attitudes

Area to be checked	Y/N	Evidence seen by school and additional details	NOTES
Does the provision have an effective policy for managing pupil behaviour?			
Are there effective systems in place for the provider to report any behaviour issues to the school?			
Does the provision have an Exclusions Policy?			
Does the College have clear routines and expectations for the pupils?			
Is this an environment where pupils feel safe and respected; a place where student on student bullying and discrimination are dealt with effectively?			
Does the College help to build confidence and resilience in pupils who are affected by external factors?			
Will the provider meet with the school regularly to discuss individual pupils?			

Support for Students

Area to be checked	Y/N	Evidence seen by school and additional details	NOTES
Are students provided with careers information, advice and guidance?			
Where relevant, does the alternative provision work with external agencies to support pupils with specific needs?			
Where pupils have specific SEND needs, is there an individual plan in place?			
Do pupils know where to go and who to speak to if they need advice or someone to speak to?			
Are pupils given a thorough induction to ensure that they know the rules and are aware of how to keep themselves safe?			
Does the College share information and data about each pupil's progress regularly?			
Does the provider have policies and procedures for communicating effectively with parents/carers?			