

Provider Self Assessment: Alternative Education Provision

Please return this form to Alternativeeducation@durham.gov.uk

If you require any assistance in completing this form please contact David Wall, on 03000 265903

Contact Details

Provider name	
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Address	
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Telephone	
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Email	
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Which schools have you provided placements for in the current and last academic year?	
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Please provide a brief description of the provision offered by your organisation including staffing levels and structures.

Management

Who takes day to day responsibility for the management of the provision? What is their role?	
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Registration

	Yes	No
Is the provider registered as an independent school?	<input type="checkbox"/>	<input type="checkbox"/>

Notes/Comments

1. Safeguarding

Our aim is to ensure young people feel safe in their placement

	Lead member of staff Contact details		
		Evidence	Is this requirement met?
1.1	Appropriate access is in place for the site. If at all possible, access to the site is restricted to registered pupils and the organisation's own staff	Secure entrance Site is secure from intruders Sign in book Sign in procedures	Fully Partially Not at all/limited evidence
1.2	Designated lead for Child Protection	Lead identified in policy documents All staff are aware of safeguarding lead	Fully Partially Not at all/limited evidence
1.3	All staff and volunteers have current DBSs which are recorded on a central register	Central DBS	Fully Partially Not at all/limited evidence

	Comments:		
1.4	Safeguarding/child protection policies are in place and are up to date	<p>Name and contact details of those responsible for safeguarding</p> <p>Safeguarding/child protection policies are in place</p> <p>Induction procedure and resources for new staff</p> <p>Regular communication to parents and young people</p>	<p>Fully</p> <p>Partially</p> <p>Not at all/limited evidence</p>
	Comments		
1.5	<p>Refresher training is available at 2 yearly intervals for lead member of staff and all staff that work with children undertake appropriate training and then refresher training at 3 yearly intervals</p> <ul style="list-style-type: none"> - All members of staff are aware of and access to safeguarding children training programmes 	<p>Records of staff Safeguarding certificates</p> <p>Safeguarding training and information plan</p>	<p>Fully</p> <p>Partially</p> <p>Not at all/limited evidence</p>
1.6	The organisation has an e-safety/acceptable use policy and anti bullying policy signed by staff and pupils	<p>E-safety/acceptable use policy and anti-bullying policy</p> <p>All staff trained in e-safety and anti-bullying</p>	<p>Fully</p> <p>Partially</p> <p>Not at all/limited evidence</p>
	Comments		
1.7	All members of staff know what to do if a disclosure is made	Information on how child protection concerns are raised	<p>Fully</p> <p>Partially</p>

		Log sheet	Not at all/limited evidence
1.8	All staff are aware of the advice given from the health and safety executive about lone working	A lone working risk assessment has been carried out Policy in place List of resources available for safe lone working	Fully Partially Not at all/limited evidence
	Comments		

On the basis of your self- evaluation, what are your key priorities to make further improvements?

2. Health and Safety

Our aim is to ensure Young people are safe on and off the premise

	Lead member of staff Contact details		
		Evidence	Is this requirement met?
2.1	An up to date Health and safety policy is in place and accessible to all staff, young people, carers and visitors and a there is a designated person trained to IOSH standard who is held ultimately responsible for health and safety	Knowledge of requirements of health and safety legislation 'Competent' health and safety advice available Appropriate health	Fully Partially Not at all/limited evidence

		and safety signs and notices Displayed notice naming the designated person for health and safety to whom these issues should be reported	
	Comments		
2.2	Risk assessments have been carried out to identify significant risks on site	Adequate risk control measures Record of at least yearly regular reviews	Fully Partially Not at all/limited evidence
	Comments		
2.3	Fire drills take place regularly, at least once a year	Fire extinguishers tested regularly Staff trained in fire prevention measures Diary showing recent fire drills and notes Certificates showing tests of fire alarm Display a list of fire wardens (in larger organisations)	Fully Partially Not at all/limited evidence
	Comments		
2.4	Public liability insurance policy is current and the insurance certificate is displayed	Public liability insurance documents	Fully Partially

		Other relevant insurance documents	Not at all/limited evidence
	Comments		
2.5	<p>First aid equipment and/or facilities are readily available</p> <ul style="list-style-type: none"> - Is the organisation familiar with RIDDOR procedures? (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) - How will the employer convey revised control measures to young people if a RIDDOR event occurs whilst they are on the premises? 	<p>Arrangements for access to a qualified first aiders or appointed person</p> <p>Recording systems for accidents and first aid treatments and notification to the school (if appropriate) and/or the parents/carers?</p> <p>Evidence of any RIDDOR investigations underway or outcomes pending</p> <p>List of trained first aiders displayed</p>	<p>Fully</p> <p>Partially</p> <p>Not at all/limited evidence</p>
	Comments		
2.6	Arrangements are in place for supervision of young people	<p>Supervision arrangements</p> <p>Rotas</p> <p>Ratios of staff to young people identified according to need and implemented</p>	<p>Fully</p> <p>Partially</p> <p>Not at all/limited evidence</p>
	Comments		
2.7	All staff currently trained in safe intervention/restraint e.g. team teach, PRICE etc.	<p>Records of training</p> <p>Registration documentation</p>	<p>Fully</p> <p>Partially</p>

			Not at all/limited evidence
	Comments		

On the basis of your self- evaluation, what are your key priorities to make further improvements?

3. Are the following Policies and Procedures in place?

Comprehensive Safeguarding policy and procedures	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	
Confidentiality/Data Protection	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	
Whistle blowing	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	
Complaints	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	
Equality and diversity	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	
Attendance	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	
Behaviour Management	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	
Physical Intervention	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	
Conduct of Staff	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	
Use of exclusion	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	

Children who abscond

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Smoking, Drugs and Alcohol

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Use of volunteers

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Supporting Medical Conditions

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

On the basis of your self- evaluation, what are your key priorities to make further improvements?

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Provision Improvement plan

This improvement plan incorporates:

- Main developments for coming year
- Strategies to tackle areas for improvement
- Actions carried forward from the previous improvement plan

Assessors:

Date:

Organisational representative:

Date:

Areas for improvement	Activity	Outcome	Success criteria	By when	Person responsible	Milestone/completion by	Update on progress