

Name of Policy:	Quality Assurance Policy for Outside Providers
Author/s:	Annette Smith, Head of Department: Secondary and Sixth Form
Date Policy written:	January 2019
Date Policy reviewed by Senior Management Team:	Jan 19, Jan 20, Nov 20, Nov 21, Nov 22
Review date:	November 2023

Ingfield Manor School is committed to providing a broad and balanced, holistic and multi-sensory curriculum which meets the diverse needs of all our learners.

Context

Ingfield Manor School uses external education providers to extend the experiences of our 6th Form students and to provide opportunities for study that are not possible at Ingfield Manor school. Outside educational providers are also used to support the engagement and independence of students and support transition to post 19 education.

Commissioning Alternative Provision – Guidance for Local Authorities and Schools: DCSF-00758-2008, paragraph 8; states: 'The local authority or school (whichever places a child with an alternative provision provider) remains accountable for the suitability of the provision and has certain responsibilities relating to students that cannot be transferred to external providers. It is vital that placements are monitored carefully to ensure that each individual student's needs are being met by the placement, that the provider is complying with their contract and providing a good quality of provision overall, and that the provision continues to provide value for money'.

Policy Objectives:

- Ingfield Manor School will ensure that each individual student's needs are met by the external provider.
- Ingfield Manor School will ensure that the provider is complying with their contract and providing a good quality of provision overall and that the provision continues to provide value for money.
- Ingfield Manor School will endeavour, when possible, to use external providers with an Ofsted Good or Outstanding rating.

Procedure

Ingfield Manor School will carry out the following quality assurance measures with outside providers;

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- Desk top checks and due diligence visit for new providers.
- Monitor Ofsted reports.
- 1 quality assurance visit per year using form OPQC1: Outside Provider Quality Check.
- Termly learning walks. One of these may be completed during the annual quality assurance visit.
- As Ingfield Manor staff accompany students, we do not require progress reports from provider. However, should a student attend independently a termly progress report would be required, including detail of attendance, progress and outcomes, which will be evaluated by tutor and Head of Department.
- Termly feedback from students and attending TA's.
- Where minimum agreed standards are not met, this will be followed up with a minuted meeting with the provider where an action plan to address issues will be created.

A provider who fails to reach minimum standards, or obtains a grade of 'requires improvement' or below in learning walks and quality visits over three consecutive terms will not be re-commissioned until improvements to the service can be evidenced.

Ofsted rating – external providers should have a rating of Good or Outstanding. When this is not the case and there is no alternative outside provider for a course, the Ofsted Report will be examined and a decision made ratified by the SLT as to whether to use the college.

Where a student is attending an external provider that is given a rating of Unsatisfactory or Requires Improvement by Ofsted during their course, there will be half termly learning walks. A review will be held at the end of the year as to whether the student will change their external provider.

Associated Form/Procedure	Reference
Outside Provider Quality Check	OPQC1
Learning Walk Check for Outside Providers	LWCOP1

OPQC1 Outside Provider Quality Check

PROVIDER DETAILS			
NAME		TELEPHONE No's.	
ADDRESS		TELEPHONE No's	
		EMAIL ADDRESS	
NATURE OF BUSINESS			
CONTACT NAME		JOB TITLE	
COURSES OFFERED			
QUALIFICATION OFFER			

If 'no' is answered in any quality question or a grade of requires improvement or below is given please provide further information in the narrative and action points sections.

PAPERWORK CHECK			
Is the provider Ofsted registered?:		Latest Ofsted Rating:	
Date of last inspection:		Able to take SEN students? (Must be dfe registered)	YES/NO
If not dfe registered what QA process is followed and latest outcomes with date (please ensure Priory has details/policy on file)			

MONITORING ARRANGEMENTS			
Detailed referral form supplied by provider?	YES/NO	Adequate referral information provided by IMS ?	YES/NO
Is baseline assessment information supplied by IMS used to inform planning?	YES/NO	Does the provider use ongoing assessments to inform planning?	YES/NO
Number of students attending:		Daily attendance reported?	YES/NO
Current average attendance:		Monthly attendance monitoring supplied by provider?	YES/NO
Half termly progress report supplied by provider?	YES/NO	Are students making academic progress?	YES/NO
Are students making personal/social/behavioural progress?	YES/NO	Do staff/student ratios meet student needs	YES/NO

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Quality of teaching over time (supplied by provider)	Outstanding / Good /Requires Improvement /inadequate Evidence seen YES/NO	Observation grade given during Priory visit (please attach observation forms)	
Is marking/feedback frequent and constructive?	YES/NO	Is student work of a good standard?	YES/NO
Are premises suitable and of a good condition?	YES/NO	Are suitable resources provided?	YES/NO
Are incidents and issues reported in a timely fashion	YES/NO	Are there any H&S or safeguarding concerns	YES/NO

<p>Referring to evidence please provide an objective narrative about the current quality of the provision (is it meeting student needs, is it supporting progress and progression, is it providing value for money</p>

Actions	By whom	when

PROVIDER'S SIGNATURE		DATE	
VETTER'S SIGNATURE		DATE	
VETTING CARRIED OUT BY (PRINT NAME)		JOB TITLE	

LWCOP1 Learning Walk Check for Outside Providers

PROVIDER DETAILS			
NAME		TELEPHONE No's.	
ADDRESS		TELEPHONE No's	
		EMAIL ADDRESS	
CONTACT NAME		JOB TITLE	
STUDENT ATTENDING	COURSES OFFERED	QUALIFICATION	

PAPERWORK CHECK			
Date of last inspection:		Latest Ofsted Rating:	

MONITORING ARRANGEMENTS			
Is attendance reported	YES/NO	Is there communication between UPS Tutor and provider Tutor	YES/NO
Termly progress report supplied by provider?	YES/NO	Are students making academic progress?	YES/NO
Are students making personal/social/behavioural progress?	YES/NO	Do staff/student ratios meet student needs	YES/NO
Is marking/feedback frequent and constructive?	YES/NO	Is student work of a good standard?	YES/NO
Are premises suitable and of a good condition?	YES/NO	Are suitable resources provided?	YES/NO
Are incidents and issues reported in a timely fashion	YES/NO	Are there any H&S or safeguarding concerns	YES/NO

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Referring to evidence please provide an objective narrative about the current quality of the provision (is it meeting student needs, is it supporting progress and progression, is it providing value for money?)

Actions	By whom	when

VETTER'S SIGNATURE		DATE	
VETTING CARRIED OUT BY (PRINT NAME)		JOB TITLE	