



DIRECTORY OF APPROVED ALTERNATIVE EDUCATION PROVIDERS

AND CONTRACTING MANUAL FOR COMMISSIONING SCHOOLS

Introduction and overview:

Most schools, academies and special schools in Reading purchase Alternative Provision (AP) from a wide range of providers. Most of this commissioning activity has been carried out on an individual school basis with varying arrangements in place for contracting. To support schools with this commissioning activity and ensure a consistent approach to purchasing AP, Brighter Futures for Children (the Company), on behalf of the Reading Schools, has carried out a Provider approval process to publish a Directory of Approved Providers.

The Provider approval process ensures that providers on the directory meet minimum standards these are:

- Economic and financial standing (pass or fail);
- Insurance is in place (pass or fail):
 - Public & Products Liability to a minimum indemnity limit of £10million each and every claim. Cover MUST include for Abuse;
 - Employers Liability to a minimum annual indemnity limit of £5million (this is the minimum legal requirement);
 - Professional Indemnity to a minimum annual indemnity limit of £5million, with a run-off period of 6 years;
- Appropriate policies are in place (self-declaration):
 - Safeguarding and Safer Recruitment;
 - Equality and diversity;
 - Health and Safety;
 - Business Continuity;
 - Modern Slavery;
- Regulatory body rating, which must be good or outstanding, or equivalent (pass or fail);

This is not a recommendation list for schools to utilise and schools are free to directly purchase services from whichever providers they deem appropriate and suitable for each pupil requiring AP, using the school's own quality assurance processes. The purchasing schools are responsible for the monitoring of students at these providers, and it is the responsibility of the school to check the relevant compliance documents and that working practices are being adhered to.

It is important to note that although the Company has carried these checks on providers in order for them to be included in the Directory, the decision to purchase any services rests with the School; therefore, the school will be required to carry out any other checks that they feel are necessary before placing any child. This includes carrying out relevant site visits, the Company has not carried out any site visits to providers included in this Directory.

This Directory is a 'live' Directory; therefore, providers can be added and removed. The Company will be opening the directory for additional providers once a year in June, with new providers being added from 1 September.

In addition, each June the existing providers will be required to provide:

- updated summary of services it offers
- copies of insurance certificates
- a completed Section 11 safeguarding self-audit
- confirmation that expired policies have been updated.

Providers will also be required to submit financial accounts to the Company every three years. The Company reserves the right to remove any providers from the directory if a commissioning school has reported any serious quality, health and safety or safeguarding concerns, or incidents concerning the provider. Any provider that does not continue to maintain the criteria for inclusion on to the Directory will be reviewed and removed if appropriate. Any changes to the Directory will be communicated to schools via the School's Forum and/or Head Teachers Briefing.

For any queries regarding this Directory of Approved Providers, or contracting, please contact the Commissioning, Contracts and Procurement Team by emailing:

ChildrensCommissioning@brighterfuturesforchildren.org

CONTRACTING MANUAL FOR COMMISSIONING SCHOOLS

To ensure that the most appropriate service provider is engaged to deliver AP and that value for money is achieved it is recommended that a 'mini competition' is completed between the providers that deliver the services required.

A mini competition should follow a clear process:

- Purchasing schools will request quotations (invitation to treat) from all providers providing the service required. This can be done using the referral form in appendix 1, the school's referral form or the provider's.
- The purchasing school may ask additional quality questions at this point (appendix 2 provides a suggested format).
- Providers will then submit their quotations (offer) by the specified closing date. Quotations received after the closing date and time do not be considered;
- Purchasing schools will engage the provider that demonstrates the Best Value (a combination of cost and services provided);
- A quotation will **not** have been deemed to have been accepted until an IPA, signed by the Purchasing school has been sent to the provider, signed by the provider and returned.

An IPA should consist of the completed referral form (the invitation to tender), the provider's quotation (the offer) and any documents accompanying it. Finally, the agreement should include a signing sheet that acknowledges the IPA, in addition to all the attached documents, is subject to the terms and condition signed when accepted on to the Directory of Alternative Providers, including all schedules.

Except in emergency placements the IPA must be completed and signed prior to the placement starting.

So that we can monitor compliance and support commissioning schools with any issues that may arise, an electronic copy of the IPA should then be emailed to:

ChildrensCommissioning@brighterfuturesforchildren.org

Directory of Approved Providers

Summary of provision:

| Providers | Full Time Alternative Provision | Part Time Alternative Provision | Tutoring | On-line Learning | Bespoke Provision delivered off-site | Additional Interventions delivered on-site | Full or Part-Time Alternative Provision for Post 16 Students |
|-------------------------------|---------------------------------|---------------------------------|----------|------------------|--------------------------------------|--|--|
| 1st Staff | | x | x | x | x | x | x |
| Academy 21 | | x | | x | | | |
| Aurora Family | | x | | | x | x | x |
| Catch-Up Academy | | | x | x | x | x | |
| Cranbury College | x | x | x | x | x | x | x |
| ExpertEase | | | | x | x | | |
| Fresh Start | | x | x | x | x | x | x |
| Starting Point (Mustard Tree) | | x | | | | | |
| Progress Schools | x | x | | x | | | |
| Prospero | | x | x | x | x | x | x |
| Remedicare | | x | x | | x | x | |
| Teaching Personnel | | x | x | x | x | x | x |
| TLC LIVE | | | x | | | | |
| Tutor Doctor | | x | x | x | x | | x |
| Tutor in a Box | | | | x | x | | x |
| Winchmore Tutors | | x | x | x | x | x | x |
| Young Giants | | x | x | x | x | | x |

Appendix 1 – Referral Form

Alternative Education Provision Referral Form

| Alternative Provision Required (please circle main requirements) | | | | | | |
|---|---------------------------------|--|---|--|---|--|
| Type of provision | | | | | | |
| Full Time Alternative Provision | Part Time Alternative Provision | Tutoring | On-line Learning | Off-site support, mentoring and coaching | On-site support, mentoring and coaching | Full or Part-Time Alternative Provision for Post 16 Students |
| Key Stage | | | | | | |
| Key Stage 1 | Key Stage 2 | Key Stage 3 | Key Stage 4 | 16+ | | |
| Tuition Requirements | | | | | | |
| English | Maths | Science | Core Curriculum | Vocational Training | None | |
| Quotation Requirements | | | | | | |
| Standard Award Procedure | | | Emergency Award Procedure (24 hours) | | | |
| Yes / No | | | Yes / No | | | |
| Date of Referral: | | | | | | |
| Closing Date and Time: | | Date: | | Time: | | |
| Reference No. (if required): | | | | | | |
| Response must include: (tick appropriate box(s)) | | Response to quality questions (attached) <input type="checkbox"/> Copies of relevant policies as requested in quality questions <input type="checkbox"/> Evidence of current insurance <input type="checkbox"/> Other: (for example – provision map, ILP etc., please specify) | | | | |
| | | | | | | |
| | | | | | | |
| School/commissioners details | | | | | | |
| Name: | | | | | | |
| Position: | | | | | | |
| Name of School: | | | | | | |
| Telephone Number: | | | | | | |
| Email Address: | | | | | | |
| Address: | | | | | | |
| Proposed service user's details | | | | | | |
| Age: | | | | | | |
| Current School Year: | | | | | | |
| Male/Female: | | | | | | |
| Child Looked After: | | Yes / No | | | | |
| Child Protection Plan: | | Yes / No | | | | |
| Child in Need: | | Yes / No | | | | |
| Does the service user have an EHCP? | | Yes / No (if 'Yes' attach anonymised plan) | | | | |
| Is the service user eligible to Pupil Premium Free School Meals? | | Yes / No | | | | |
| Reason for Referral (please provide brief description) | | | | | | |
| Enter text here | | | | | | |

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| Current Education Provision Status: | | | |
| Service user Profile: Include the service user's views, areas of enjoyment, strengths, interests, other agencies involvement etc. | | | |
| Additional Information: Any specific needs that need to be met e.g. cultural, religious, English as a second language etc. | | | |
| Any risks that need to be considered: | | | |
| Education provision required | | | |
| Sessions required: Full time or hours per day or week / specific days? etc: | | | |
| Proposed start date: | | Proposed end date: | |
| Desired outcomes: Include the service user's future aspirations <i>(please use a separate sheet if required)</i> | | | |
| Transport requirements: (if required) | Postcode: Maximum distance from the postcode above is X miles. | | |
| Maximum budget available: | £ | | |
| Policies and procedures | | | |
| Policy and procedure documents to be included in the quotation: | | | |
| Safeguarding Policy and Child Protection Policy including Safer Recruitment, managing allegations against personnel and staff training requirements | | | Yes / No |
| Equalities policy | | | Yes / No |
| Behaviour policy | | | Yes / No |
| Business continuity and disaster recovery plan(s) | | | Yes / No |
| Health and Safety policy including service users on educational visits | | | Yes / No |
| Anti-bullying policy | | | Yes / No |
| Confidentiality policy | | | Yes / No |
| Whistleblowing policy | | | Yes / No |
| Complaints policy | | | Yes / No |
| Other <i>(Please specify)</i> | | | Yes / No |
| | | | Yes / No |
| | | | Yes / No |
| Section 11 Audit | | | |
| Section 11 of the Children's Act 2004 places a duty on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, | | | |

| | | |
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| are discharged having regard to the need to safeguard and promote the welfare of children. | | |
| Please provide with your quotation: | | |
| Report from your last Section 11 self-assessment | | Yes / No |
| The date of your last s.11 Self- Assessment | | Yes / No |
| Performance monitoring requirements | | |
| Performance monitoring report required: (tick appropriate box(s)) | Weekly <input type="checkbox"/> Half termly <input type="checkbox"/> Termly <input type="checkbox"/> Annually <input type="checkbox"/> End of placement <input type="checkbox"/> Not Required <input type="checkbox"/> | |
| Performance Indicators to be included in report: | | |
| Service user attendance | | Yes / No |
| Level of engagement from the service user | | Yes / No |
| Attainment and progress | | Yes / No |
| Any issues or concerns with the education package, and any action taken | | Yes / No |
| Good news stories | | Yes / No |
| Service user feedback | | Yes / No |
| Feedback from parents/carers | | Yes / No |
| Partnership engagement/feedback | | Yes / No |
| Other <i>(Please specify)</i> | | Yes / No |
| | | Yes / No |
| | | Yes / No |
| Review of documents and records: Including (but not exclusively) Individual learning plans, therapeutic thinking plans or similar (tick appropriate box(s)). | Weekly <input type="checkbox"/> Half termly <input type="checkbox"/> Termly <input type="checkbox"/> Annually <input type="checkbox"/> End of placement <input type="checkbox"/> Not Required <input type="checkbox"/> | |
| Frequency for reporting back to the Commissioner (tick appropriate box(s)) | Weekly <input type="checkbox"/> Half termly <input type="checkbox"/> Termly <input type="checkbox"/> Annually <input type="checkbox"/> End of placement <input type="checkbox"/> Not Required <input type="checkbox"/> | |
| Format for reporting back to the Commissioner. (tick appropriate box(s)) | Weekly <input type="checkbox"/> Half termly <input type="checkbox"/> Termly <input type="checkbox"/> Annually <input type="checkbox"/> End of placement <input type="checkbox"/> Not Required <input type="checkbox"/> | |
| Quality assurance visits: Evaluating the quality of provision for service users against the expected outcomes as set out in the Individual learning plans. (tick appropriate box(s)) | Weekly <input type="checkbox"/> Half termly <input type="checkbox"/> Termly <input type="checkbox"/> Annually <input type="checkbox"/> As required (with or without notice) <input type="checkbox"/> Not Required <input type="checkbox"/> | |

Appendix 2 – Template for Additional Questions



These are example question to be amended as required.

ALTERNATIVE PROVISION QUALITY QUESTIONS.

Q1. Service delivery

Describe how you will perform the requirements outlined in the referral form:

- Demonstrate a clear explanation of how your proposed model will meet the pupil's needs.
- How the design will be flexible, so service users receive the most appropriate support
- How you approach a lack of engagement from pupils.

Please enter response here

Q2. Systems and Processes

Describe what systems and processes your organisation will have in place to ensure that you continually improve services, including using consultation and feedback from all relevant stakeholders and covering:

- How you plan to approach continuous improvement
- How you will monitor and evaluate the impact of the service
- How stakeholders will be involved in continuous improvement.

Please enter response here

Q3. Workforce

Demonstrate the quality, skills and knowledge expected of your staff and how this will contribute to a high-quality service for all service users covering:

- Skill sets required, qualities and qualifications/experience
- Your approach to the recruitment, staff training and development to deliver this service.

Please enter response here

Q4. Child and young person's voice

How will you ensure the child/young person's voice and views are heard and represented in the Mediation and Disagreement Resolution processes? Please cover:

- How will you ensure accessibility and good communications relating to the voice of the child/young person?

- Relevant training/experience mediators have had to enable them to facilitate mediation with young people (e.g., Makaton)
- Consideration of accessibility of venues (e.g., step free and accessible toilets)
- Arranging meetings so that children/young people can attend
- Evidence of forms/tools used.

Please enter response here

Q5. Safeguarding

Please evidence how you will assess/manage risk and handle any suspected safeguarding issues and ensure that those at risk are safeguarded from harm? Please cover:

- Understanding of the client group
- How you will retain client confidentiality and maintain a balance between confidentiality and safeguarding
- Risk management and assessment processes
- Understanding of BfC safeguarding process/policy
- Staff and manager responsibilities
- Safer recruitment
- Describe your approach to initial and ongoing DBS checks.


Please enter response here

Q6. Organisational policies

Please submit the following policies with your quotation:

Your submission will not be evaluated if any of these policies are missing. We will not follow up with organisations that don't make a full submission.

| Policy | Indicate in boxes below. |
|---|--------------------------|
| Behaviour Management Policy | |
| CSE Risk Policy | |
| Medication Management Policy | |
| Physical Restraint Policy | |
| Return Home Interviews and Missing Episode Policy | |
| Safeguarding Policy | |
| SEND Policy | |
| Complaints Policy | |
| Equal Opportunity/Diversity Policy | |
| Health & Safety Policy | |
| Lone Working Policy | |
| Modern Day Slavery Policy | |



| | |
|----------------------------|--|
| Whistleblowing Procedure | |
| Information Sharing Policy | |
| Data Protection Policy | |
| Confidentiality Policy | |
| Others – please specify. | |
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