

ALTERNATIVE PROVISION AUDIT

PROCESS
<ul style="list-style-type: none"> ● SELF ASSESSMENT FORM COMPLETED AND RETURNED TO LA ● ISSUES OR CONCERNS NOTED FOR INSPECTION ● WORKING & INTERVIEW SPACE SECURED FOR AUDIT ● DISCUSSION IN RELATION TO PROCESS WITH ALL PRESENT ● SEPARATE INTERVIEWS WITH STUDENTS, TUTORS & SENIOR MANAGEMENT ● POTENTIAL CLASSROOM OBSERVATION ● POTENTIAL SAMPLING OF PUPIL WORK ● AEP DIRECTORY ADDITION ● STAFF REQUIRED FOR AUDIT: <ul style="list-style-type: none"> ○ AEP HEAD-GENERAL & LEADERSHIP QUESTIONNAIRES ○ TUTOR(S)-TEACHING QUESTIONNAIRE ○ PUPIL(S)-STUDENT QUESTIONNAIRE ○ SAFEGUARDING/HEALTH & SAFETY OFFICER-HEALTH & SAFETY QUESTIONNAIRE

LOCATION	
NAME	ROOTS & SHOOTS
ADDRESS	WALNUT TREE WALK, KENNINGTON, SE11 6DN
LEAD CONTACT NAME	LINDA PHILLIPS
LEAD CONTACT ROLE	DIRECTOR
LEAD CONTACT PHONE	020 7587 1131
LEAD CONTACT EMAIL	linda@rootsandshoots.org.uk

INSPECTION TEAM	
DATE OF AUDIT	TUES 20TH JUNE 2017
INSPECTION PERIOD	2017/18 ACADEMIC YEAR
LEAD AUDITOR	STUART BOFFIN LAMBETH-HEAD OF INCLUSION

ADDITIONAL AUDITOR	GARETH JOSEPH	ROLE	INCLUSION OFFICER
ADDITIONAL AUDITOR	SANGEETA SHARMA CHAN	ROLE	INCLUSION OFFICER
ADDITIONAL AUDITOR	SARWAN JANDU	ROLE	SAFEGUARDING MANAGER

ALTERNATIVE PROVISION AUDIT – SCHEDULE		
TIME	PURPOSE	LEAD OFFICER(S)
9.30 TO 10.30	PRE MEET QUALITY ASSURANCE TEAM MANAGEMENT MEETING TO DISCUSS PROVISION AND OUTCOMES	
10.30 – 11.45	LESSON OBSERVATIONS WORK SCRUTINY TUTOR MEETING STUDENT MEETINGS HEALTH & SAFETY AND SAFEGUARDING PROCEDURES	
11.45 – 12.00	BREAK	
12.00 – 12.45	MANAGEMENT MEETING DISCUSSION RE SELF EVALUATION	
12.45 – 1.30	OUTCOME PREPARATION AND FEEDBACK	

AUDIT - GENERAL	
SELF EVALUATION FORM RETURNED?	ASSESSMENT GRADING: RED AMBER GREEN No, not required
PREMISES SECURE?	ASSESSMENT GRADING: RED AMBER GREEN Yes, internal security door operated by reception staff
SIGNING IN/OUT PROCEDURE PRESENT?	ASSESSMENT GRADING: RED AMBER GREEN Yes, signing in logs and visitor cards

<p>HOW MANY PUPILS ARE THERE?</p>	<p>NUMBER FROM LAMBETH NUMBER FROM OTHER BOROUGHs NUMBER PRESENT NUMBER OF SEN NUMBER OF LAC</p> <p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Most pupils SEN Two LAC pupils 31 students on the study programme 61 school placements (1 day per week)</p> <p>LAs-Southwark, Lambeth, Wandsworth</p> <p>Schools-Rainbow (Wandsworth), Turney, High Shore, Lansdowne</p>
<p>COURSES OFFERED</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Horticulture, floristry, retail, employability, functional skills, enrichment</p> <p>City & Guilds qualification E3 level 1</p>
<p>RESULTS & ACHIEVEMENT</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Attendance levels improved increasing to 85 to 95%, some pupils have 100% attendance.</p>
<p>AGES AND TYPES OF LEARNER</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Ages 16 to 24, average age of 18 and 19</p>
<p>PUPIL PROGRESSION</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Supported internships Focus on work an employability College links Nurseries Housing Associations</p>

PUPIL DESTINATIONS RECORDED?	ASSESSMENT GRADING: RED — AMBER GREEN Yes. Data outsourced from January 2017 with attendance and achievement
SCHOOLS WORKED WITH	ASSESSMENT GRADING: RED — AMBER GREEN See above
LOCAL AUTHORITIES WORKED WITH	ASSESSMENT GRADING: RED — AMBER GREEN See above
OUTLINE OF SCHOOL STANDARDS	ASSESSMENT GRADING: RED — AMBER GREEN Document present and provided to commissioning parties and to families/pupils for enrolment
STUDENTS SUPPORTED	EG TERM DATES/SESSION TIMES/CONTACT NAMES/TIMETABLES/EXAM DATES/COURSEWORK DEADLINES ASSESSMENT GRADING: RED — AMBER GREEN Pupils fully supported in line with educational requirements and the needs of their EHC plans
EQUAL OPPORTUNITIES POLICY IN PLACE	APPROPRIATE TO NEEDS AND ABILITY ASSESSMENT GRADING: RED — AMBER GREEN Policies in place for staff and pupil cohort
INDUCTION POLICY IN PLACE	ASSESSMENT GRADING: RED — AMBER GREEN Induction procedures occur. Information packs provided to commissioners and pupils/families including in an easy read format. Parent/carers meeting arranged to ensure processes are clear Engagement and use in line with EHC plan requirements

<p>SELECTION CRITERIA IN PLACE FOR COHORT</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Processes in line with EHC plan needs and commissioning requirements for any location placing directly.</p>
<p>PUPIL RECORDS HELD ELECTRONICALLY</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Electronic and paper based pupil files. Secure designated access where applicable.</p>
<p>DATA PROTECTION PRINCIPLES APPLIED</p>	<p>INFORMATION SECURELY STORED, USED APPROPRIATELY AND DESTROYED WHEN APT</p> <p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Monthly staff meeting to discuss requirements. Weekly updates occur. Regular archiving reviews. Lambeth to provide Data Protection destruction requirements for consideration of use</p>
<p>SECURITY OF INFORMATION</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>High risk documentation securely retained with controlled access. Information shared where applicable Cabinets containing paper based information securely locked and controlled via key allocation which has to be signed for Access to electronic information stored on drives is locked down unless access is applicable</p>
<p>ARE MEALS PROVIDED?</p>	<p>INCLUDE FREE SCHOOL MEAL STATUS</p> <p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>There is a bursary fund. There is a rota for preparing and cooking meals in conjunction with the pupil cohort</p>

<p>IS THERE A CLEAR PATHWAY ON LEAVING?</p>	<p>NEET STATUS AVOIDANCE</p> <p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>EHC plans met. NEET avoidance via existing links with external companies, colleges, other provisions and LAs. Work experience and volunteering in place</p>
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AUDIT – HEALTH AND SAFETY	
<p>HEALTH AND SAFETY OF STAFF</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Appropriate procedures in place</p> <p>An external contractor is commissioned to assess the health and safety arrangements for the premises. This is carried out annually.</p>
<p>HEALTH & SAFETY OF PUPILS</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Appropriate procedures in place</p> <p>Regular fire practice carried out. Marshall identified for each class and corridors.</p>
<p>HEALTH AND SAFETY OF EQUIPMENT</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>An external agency carries out the safety checks on all equipment The hard wiring is also checked</p>
<p>DBS/CRB CHECKS IN PLACE FOR ALL</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>All staff have had their DBS re-checks carried out in November</p>

<p>DBS/CRB EXPIRY REMINDER DATES SCHEDULED</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>The expiry dates are monitored manually.</p>
<p>CENTRAL LIST OF ALL DBS/CRB RECORDS</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>A single central record is in place with appropriate information recorded.</p>
<p>CHILD PROTECTION POLICY IN EFFECT</p>	<p>REVIEWED ANNUALLY/REPORTING PROCEDURE/MEANS OF RESOLVING ISSUES</p> <p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>CP/Safeguarding policy is in line with the Lambeth Model Policy</p>
<p>BULLYING POLICY IN EFFECT</p>	<p>REVIEWED ANNUALLY/REPORTING PROCEDURE/MEANS OF RESOLVING ISSUES</p> <p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Effective policy in place</p>
<p>BEHAVIOUR & DISCIPLINE POLICY IN EFFECT</p>	<p>REVIEWED ANNUALLY/REPORTING PROCEDURE/MEANS OF RESOLVING ISSUES</p> <p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Staff behavior policy has been issued by HR. Pupil Behavior policy is in place Recommendation – Develop a positive handling policy based on the DfE guidance for schools.</p>

<p>E-SAFETY POLICY IN EFFECT</p>	<p>REVIEWED ANNUALLY/REPORTING PROCEDURE/MEANS OF RESOLVING ISSUES</p> <p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Effective policy in place.</p>
<p>EXTREMISM & RADICALISATION POLICY IN EFFECT</p>	<p>REVIEWED ANNUALLY/REPORTING PROCEDURE/MEANS OF RESOLVING ISSUES</p> <p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Training was delivered to all staff recently. The teaching curriculum also included British values and there is an emphasis on this topic.</p>
<p>INCIDENT REPORTING PROCEDURES IN EFFECT</p>	<p>REPORTING PROCEDURE/MEANS OF RESOLVING ISSUES</p> <p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Incidents are reported on-line and all actions can be tracked and monitored. All staff have access to the information recorded. A viewing restriction can be placed for sensitive (CP) issues.</p>
<p>ACCIDENT BOOK PRESENT AND COMPLETED</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Incidents are recorded on the shared drive.</p>
<p>INSURANCE LIABILITY DOCUMENTATION IN PLACE AND ON DISPLAY</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>This is displayed in the main office</p>

<p>SAFEGUARDING ARRANGEMENTS FOR TRIPS/VISITS</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Effective Risk assessments are carried out prior to each trip/visit.</p>
<p>EVIDENCE THAT WORK PLACEMENTS MEET SAFEGUARDING REQUIREMENTS</p>	<p>PLUS HEALTH & SAFETY</p> <p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Risk assessments are carried out of all external work placements. Placements in use are: Kennington park, Vauxhall city farm, a flower shop and a coffee shop</p>
<p>DO RISK ASSESSMENTS OCCUR WHERE APPROPRIATE?</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Risk assessments are carried out of all external work placements. Placements in use are: Kennington park, Vauxhall city farm, a flower shop and a coffee shop</p>
<p>ANY SAFEGUARDING INCIDENTS SINCE LAST INSPECTION?</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>No</p>
<p>EXTINGUISHER AND FIRE ALARM LOCATIONS?</p>	<p>ARE ALL AWARE? EVACUATION STRATEGY?</p> <p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>There is a contract with Elite fire to ensure that the equipment meets fire regulations.</p>

FIRST AID KIT LOCATIONS?	ARE ALL AWARE? ASSESSMENT GRADING: RED AMBER GREEN Located in the main office and there are three first aiders.
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AUDIT – TEACHING	
SUFFICIENT STAFF IN PLACE	ASSESSMENT GRADING: RED AMBER GREEN Yes. Group sizes are small and generally no more than six per group. Classes always have an extra support worker and sometimes two.
STAFF SUITABLY EXPERIENCED	ASSESSMENT GRADING: RED AMBER GREEN Yes. All tutors are qualified, experienced and have extensive experience of the working with the type of learner at Roots and Shoots. Last year It was explained that the team is in transition and becoming more of a part-time team. This made information sharing more challenging. This transition has settled down now, the team is much more stable and there is a speech and language therapist and counsellor in place.
ABSENCE COVER IN PLACE	ASSESSMENT GRADING: RED AMBER GREEN Yes. A bank of cover workers has been established but staffing changes have meant that Angela is now officially out of class for the whole week and able to assist where necessary.
EQUIPMENT/MATERIALS/TOOLS PRESENT	ASSESSMENT GRADING: RED AMBER GREEN Yes. Because there is an emphasis on the vocational courses equipment, materials and tools are always well stocked and prepared for each session

<p>ARE PUPIL HISTORIES OBTAINED PRIOR TO STARTING?</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Yes. All referrals come with a lot of background history. Staff feel that the introduction of the EHCP has been very positive and has led to more relevant information and a coordinated plan. Prior to the EHCP staff had to rely on an initial assessment but the EHCP has allowed staff to tailor programmes for learners and to review the success of these plans in line with the EHCP.</p>
<p>ATTENDANCE RECORDED AND MONITORED EFFECTIVELY</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Yes. Admin now visit each classroom, each lesson to make sure that registers are accurate and up to date.</p>
<p>ABSENCE INFORMATION IS CHASED AND EVIDENCED</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Yes. Staff will contact family/support workers on the first day of absence and seek reasons for absence. Parents/carers generally contact Roots and Shoots but when necessary staff call home.</p> <p>For prolonged absences medical certificates have to be produced.</p>
<p>REGISTERS UPDATED DURING AM AND PM SESSIONS</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Yes. Roots & Shoots now have a register for each class/session. This has encouraged tutors to take more responsibility for contacting families and making links.</p>
<p>FEEDBACK PROVIDED TO SCHOOLS/LAs/PARENTS ON ATTENDANCE AND ATTAINMENT</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Yes. There is constant communication about attendance and if necessary families will be asked into the centre to discuss how attendance can be improved and if Roots & Shoots is the right provision for the learner.</p> <p>There are also termly “Assessment weeks” where families are invited in to discuss learners, and an annual review of learner’s EHCPs.</p>

<p>REINTEGRATION PROCESS IN PLACE TO RETURN PUPILS TO MAINSTREAM EDUCATION AT EARLIEST OPPORTUNITY</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Currently all learners are over statutory school age. However Roots & Shoots are open to referrals for school aged pupils if deemed appropriate according to the pupil’s EHCP. In this scenario reintegration would be according to the EHCP.</p>
<p>TERMLY REPORTS PROVIDED TO COMMISSIONING PARTIES</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Termly meetings are held with families and support workers and reported to LA monitoring officers.</p>
<p>LUNCH AREA IN PLACE AND SUPERVISED</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Yes. All learners receive a free lunch of sandwiches in a supervised common room.</p>
<p>EXAMS AND QUALIFICATIONS ENTERED</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>A range of City and Guilds qualifications are available for learners but Roots & Shoots would like to extend the range of qualifications available.</p>
<p>MODERATION AND QUALITY ASSURANCE PROCESSES IN PLACE FOR TESTING</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>N/A</p>
<p>STUDENT QUESTIONNAIRE COMPLETED</p>	<p>SEE APPENDIX</p> <p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>See below</p>
<p>DO PROGRESS MEETINGS OCCUR WITH FAMILIES?</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Yes. Roots & Shoots are now working on a three term school model. Meetings are held with parents every term.</p>

<p>IS THERE AN ACCEPTABLE BEHAVIOUR POLICY?</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Yes. The policy is discussed with all learners during induction.</p>
<p>ARE TRANSPORT ARRANGEMENTS IN PLACE FOR ANY PUPILS?</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Roots & Shoots do not take responsibility for making transport arrangements however, the nature of the learners means that many of them have transport arrangements in place.</p>
<p>ARE PUPILS CHALLENGED TO IMPROVE?</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Yes. However, because of the needs of the learners these ‘improvements’ are often not academic and can range from behaviour to independence. Independent travel is a key skill that staff hope to assist with.</p>
<p>DOES THE WORK COVER THE WHOLE CURRICULUM?</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>No. Primarily functional skills along with Horticulture and Retail Skills.</p> <p>Roots & Shoots are also attempting to introduce extracurricular activities such as yoga, football and bike maintenance workshops. As well as this they are seeking to establish a Job Coach at the centre.</p>
<p>IS THERE EVIDENCE OF CONTINUAL IMPROVEMENT OVER TIME?</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Yes. There is focused learning for individual students and regular assessments.</p> <p>Learners undertaking Maths and English courses generally sit an exam at the end of the year.</p>
<p>IS HOMEWORK ISSUED AND MONITORED FOR RETURN?</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Yes, where appropriate. However learners are often encouraged to take time out to complete homework on site.</p>


IS PUPIL WORK MARKED IN A TIMELY MANNER?	ASSESSMENT GRADING: RED AMBER GREEN Yes.
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AUDIT – OUTCOME	
GRADING RATING	'GOOD' GRADING REQUIRED AS A MINIMUM <ul style="list-style-type: none"> ● OUTSTANDING ● GOOD ● REQUIRES IMPROVEMENT ● INADEQUATE <p>No concerns or issues identified. Very positive Ofsted inspection outcome received shortly prior to this inspection.</p>
QUALITY IMPROVEMENT PLAN CREATED	No concerns identified within the inspection. The centre is advised to examine their Ofsted inspection outcome in detail to ensure that any issues previously identified are met.
DATES FOR QUALITY IMPROVEMENT REVIEWS	N/A
DATE OF NEXT REVIEW/AUDIT	July 2018

AUDIT – KEY ISSUES FOR RESOLUTION	
SAFEGUARDING	ASSESSMENT GRADING: RED AMBER GREEN No issues identified
HEALTH & SAFETY	ASSESSMENT GRADING: RED AMBER GREEN No issues identified

ACHIEVEMENT & STANDARDS	ASSESSMENT GRADING: RED AMBER GREEN No issues identified
TEACHING & LEARNING	ASSESSMENT GRADING: RED AMBER GREEN No issues identified
ADMISSIONS	ASSESSMENT GRADING: RED AMBER GREEN No issues identified
LEARNER ISSUES	ASSESSMENT GRADING: RED AMBER GREEN No issues identified
LEADERSHIP & MANAGEMENT	ASSESSMENT GRADING: RED AMBER GREEN No issues identified
PROFESSIONAL DEVELOPMENT	ASSESSMENT GRADING: RED AMBER GREEN No issues identified
EMPLOYER ENGAGEMENT	ASSESSMENT GRADING: RED AMBER GREEN No issues identified

AUDIT – OUTCOME CONTENT AGREEMENT	
PROVISION REPRESENTATIVE	NAME/TITLE/DATE

LOCAL AUTHORITY REPRESENTATIVE	NAME/TITLE/DATE  STUART BOFFIN HEAD OF INCLUSION LAMBETH LA JULY 2017
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- **OUTCOME REPORT TO BE GENERATED AND RETURNED TO THE PROVISION WITHIN 10 DAYS OF AUDIT COMPLETION**
- **QUALITY IMPROVEMENT PLAN TO BE GENERATED**
- **QUALITY IMPROVEMENT PLAN REVISITED TERMLY UNTIL ADDRESSED**
- **ANNUAL REVIEWS THEREAFTER**
- **NEED FOR REGISTRATION AS AN INDEPENDENT SCHOOL-(SECTION 463 EDUCATION ACT 1996)-5 FULL TIME PUPILS OR 1 LAC OR 1 SEN**

ALTERNATIVE PROVISION AUDIT – STUDENT QUESTIONNAIRE	
WHICH LESSONS AND ACTIVITIES DO YOU ENJOY MOST & WHY?	ASSESSMENT GRADING: RED — AMBER GREEN Student A- Retail because I can see my friends at break time and I enjoy working in the shop. I like real life activities Student B- I like Lila’s class and I like being outside
IF YOU FALL BEHIND WITH WORK WHAT HAPPENS?	ASSESSMENT GRADING: RED — AMBER GREEN Student A- We would receive help to catch up otherwise we would miss out on our End of year certificate Student B- We would ask for help to catch up

<p>DO YOU KNOW YOUR TARGETS FOR THE END OF THE YEAR?</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Student A- No I have forgotten them but the teachers remind us all the time of what they are</p> <p>Student B- I forget all the time but I am reminded all the time by my teachers</p>
<p>ARE YOU ON TRACK TO REACH THE TARGETS?</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Student A- Yes we are reminded regularly of whether we are on track or not</p> <p>Student B- Yes I believe so</p>
<p>WHAT SUPPORT DO YOU RECEIVE TO ACHIEVE YOUR TARGETS?</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Student A- I ask for help from my classmates and I also have lots of support from my tutors and SALT and Counsellor</p>
<p>DO YOU KNOW WHAT TO DO TO IMPROVE?</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Student A- I know that I need help to improve my vocabulary and using a dictionary</p>
<p>DO YOU FEEL SAFE HERE?</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Student A- Well yes 50/50, I feel safe generally unless a student has annoying behavior and flips out</p> <p>We (students) are taught coping strategies to manage our behavior and feelings</p> <p>Student B- Yes I feel very safe</p>
<p>HOW DO YOU KNOW YOU ARE SAFE?</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Student A- If I am with people on site then I feel comfortable but if I am on my own then no I would not feel comfortable. The teachers and my peers make me feel comfortable.</p> <p>Student B- I know I am safe because I get travel training and at Roots and Shoots I feel safe with the staff and students</p>

<p>HAVE YOU HELPED IN IMPROVING THIS LOCATION?</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Student A- I helped to improve the site because I helped to move the shop to another better location on site</p> <p>Student B- I tidied up the shop with the other students</p>
<p>IF YOU COULD MAKE ONE CHANGE WHAT WOULD IT BE?</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Student A- make the yard larger to grow more things</p> <p>Student B- I wouldn't change anything</p>

<p>ALTERNATIVE PROVISION AUDIT – TUTOR QUESTIONNAIRE- Jean</p>	
<p>WHAT IS THE QUALITY OF ATTAINMENT, PROGRESS, TEACHING AND LEARNING?</p>	<p>EXPLANATION OF EVIDENCE</p> <p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Building upon last year's audit, learning is bespoke and tailored to the needs of each individual child. Students are measured via the City and Guilds certification and they are also observed closely for the first 6 months of their arrival in order to observe their needs and any changes closely during this period. Students also have targets in terms of soft outcomes such as friendship skills.</p> <p>There are termly reports and feedback with the local authority including SEND, CSC etc.</p>
<p>WHAT ARE THE CURRENT KEY ISSUES AND PRIORITIES?</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Staff are constantly reviewing student attainment and progress in order to stop them from stagnating (due to students remaining there for 3 years).</p>
<p>HOW DO YOU PROVIDE FEEDBACK TO PUPILS?</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>There are termly reports and feedback with the local authority including SEND, CSC etc.</p>

	Students receive feedback and input regarding healthy living and real life skills and they are taught/ given lots of skills needed for work in the wider world.
HOW DO YOU PROVIDE FEEDBACK TO SCHOOLS/LAs?	ASSESSMENT GRADING: RED — AMBER GREEN Audits- termly reports and feedback and meetings with the local authority.
HOW DO YOU TRACK ATTAINMENT & PROGRESS?	ASSESSMENT GRADING: RED — AMBER GREEN EHCP annual review Assessment and monitoring via outcomes
HOW DO YOU DEVELOP YOUR SUBJECT KNOWLEDGE?	ASSESSMENT GRADING: RED — AMBER GREEN Complete professional development log to monitor and identify subject requirements and complete courses based on needs. Regular meetings Regular CPD – Which is very valuable Undertaking courses on citizenship and PHSE Weekly Bulletins
OVERALL PICTURE – ENGLISH	ASSESSMENT GRADING: RED — AMBER GREEN Students taught functional skills More able students are stretched
OVERALL PICTURE – MATHS	ASSESSMENT GRADING: RED — AMBER GREEN Taught functional skills Functionality element is based on using realistic ways to apply each subject
OVERALL PICTURE – PER GENDER	ASSESSMENT GRADING: RED — AMBER GREEN N/A
OVERALL PICTURE – PUPIL PREMIUM	ASSESSMENT GRADING: RED — AMBER GREEN N/A

OVERALL PICTURE – HIGH ACHIEVERS	ASSESSMENT GRADING: RED — AMBER GREEN N/A
OVERALL PICTURE – SPECIAL EDUCATIONAL NEEDS	ASSESSMENT GRADING: RED — AMBER GREEN All students are over statutory school age Students have EHCPs and if they do not have them in place when they arrive then they are obtained while the students are there.
SUMMARY OF ACHIEVEMENT BY YEAR GROUP	ASSESSMENT GRADING: RED — AMBER GREEN N/A
HOW ARE TUTORS HELD ACCOUNTABLE FOR ATTAINMENT?	ASSESSMENT GRADING: RED — AMBER GREEN Tutors are observed – IEPs and EHCP plans measure attainment
WHAT DATA IS USED FOR ATTAINMENT TRACKING?	ASSESSMENT GRADING: RED — AMBER GREEN City and Guilds accreditation data otherwise attainment is very individualized and specific to each student
WHAT ARE THE KEY PRIORITIES FOR THE YEAR?	ASSESSMENT GRADING: RED — AMBER GREEN Safeguarding, enjoyment for each individual student, achievement, attainment, developing provision in terms of resources based on current needs of cohort
HOW ARE THE PRIORITIES MONITORED?	ASSESSMENT GRADING: RED — AMBER GREEN This is Angela’s and Matt’s main role and they focus solely on this area of monitoring the progress and development of priorities each term/ year.
HOW IS ATTENDANCE AND PUNCTUALITY RECORDED?	ASSESSMENT GRADING: RED — AMBER GREEN This is done diligently and all students sign the register, student attendance is also tracked online each day. Staff also liaise closely with parents/carers and the Admin Officer also goes around the site and checks that all the students are present.

WHAT ALTERNATIVE SUBJECTS ARE TAUGHT?	ASSESSMENT GRADING: RED — AMBER GREEN The focus is mainly on vocational skills in the following areas- retail, horticulture, floristry and employability Students are also able to take taster sessions in different vocation areas, so that they have an opportunity to change their minds if they find that they do not like their chosen area.
WHAT ALTERNATIVE QUALIFICATIONS ARE ACHIEVABLE?	ASSESSMENT GRADING: RED — AMBER GREEN N/A
ARE SCHOOLS/LA ADVISED WHEN PUPILS ARE ADDED OR REMOVED FROM THE ROLL?	ASSESSMENT GRADING: RED — AMBER GREEN Yes they are and this is in conjunction with amendment to their EHCPs.
ARE ANY PUPILS WITH NEET STATUS REFERRED TO THE LA?	ASSESSMENT GRADING: RED — AMBER GREEN Yes, all students that leave have moving on assessments, if there are any concerns that a student will become NEET then steps are taken prior to this to communicate these concerns to the LA.

ALTERNATIVE PROVISION AUDIT – LEADERSHIP QUESTIONNAIRE	
ARE THE OUTCOMES OF PREVIOUS AUDITS RETAINED AND REFERRED TO?	ASSESSMENT GRADING: RED — AMBER GREEN Yes. Prior suggested alterations/improvements taken on board and implemented Recent positive Ofsted inspection in addition to this audit
QUALITY OF ATTAINMENT, PROGRESS & TEACHING	ASSESSMENT GRADING: RED — AMBER GREEN See tutor and pupil questionnaire

BULLYING POLICY IN PLACE?	<p>PROCEDURES</p> <p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>See safeguarding questions</p>
MANAGEMENT PROCEDURES & POLICIES IN PLACE?	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Extensive evidence of management procedures in place along with process updates and roll out within the team.</p>
ARE KEY POINTS OF CONTACT RELAYED TO PARENTS?	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Full induction procedures evidenced within arrangements for education to commence.</p>
CONSTITUTION IN PLACE AND REVIEWED ANNUALLY	<p>DATED, REVIEWED AND EVIDENCED</p> <p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Charity mission objective present and reviewed on an annual basis</p>
MEMBERS OF MANAGEMENT COMMITTEE	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Board of Trustees in effect, new Chair present. Regular reviews of undertakings and procedure changes Identified areas of development via Ofsted and the LA completed</p>
CALENDAR OF COMMITTEE MEETINGS	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>In place. Quarterly meetings in addition to regular finance review meetings</p>
CONFLICTS OF INTEREST ADDRESSED	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>No conflicts identified but processes in place to identify them and challenge where apt</p>
LOCATION IS FIT FOR PURPOSE?	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Location development works undertaken since the prior audit. No current issues identified</p>

RISK ASSESSMENTS OCCURRING WHERE APPROPRIATE?	ASSESSMENT GRADING: RED — AMBER GREEN Procedures in place to undertake risk assessments should issues be identified
ARE INVOICES GENERATED AND SETTLED IN A TIMELY MANNER	ASSESSMENT GRADING: RED — AMBER GREEN Issues with Lambeth SEN funding delays causing reserves to be used in the interim. Inclusion to chase SEN in order to address this and prevent future delays
ARE BILLS PAID IN A TIMELY MANNER?	ASSESSMENT GRADING: RED — AMBER GREEN Yes. Accountancy support in place to avoid financial issues
ACCOUNTANT DETAILS	NAME AND CONTACT DETAILS ASSESSMENT GRADING: RED — AMBER GREEN Qualified accountancy via Board of Trustees
AUDITED ACCOUNTS RELAYED TO COMMITTEE	ASSESSMENT GRADING: RED — AMBER GREEN Accounts relayed to committee and Charity Commission for transparency and evidence of undertakings in comparison with funding
CHEQUE SIGNATORY DETAILS	NUMBER OF SIGNATORIES AND NAMES ASSESSMENT GRADING: RED — AMBER GREEN Two trustees required however most payments now made via BACS
COPY OF LOCATION LEASE	ASSESSMENT GRADING: RED — AMBER GREEN No lease, freehold premises purchased from Lambeth historically.
INTEREST RATE RELIEF/BUSINESS RATES	ASSESSMENT GRADING: RED — AMBER GREEN Charitable status. Annual reviews occur and reporting in line with charity status requirements.

<p>HOW DO LEADERSHIP RAISE ATTAINMENT?</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Professional development, regular data reviews, assessment of pupil support and outcomes and reporting to Management and Governing bodies in addition to the Charity Commission.</p>
<p>IS ATTAINMENT SHARED WITH GOVERNORS?</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Yes, regular meetings and reporting occur. Meetings scheduled in advance.</p>
<p>HOW DO GOVERNOR'S MONITOR ACHIEVEMENT?</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Regular meetings as referenced above.</p>
<p>ARE SERVICE LEVEL AGREEMENTS IN PLACE?</p>	<p>EXAMPLES</p> <p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Schools have written Service Level Agreements for direct use. Lambeth SEN working in line with EHC plan needs</p>
<p>COMPLAINTS PROCEDURE IN EFFECT AND PROCESS?</p>	<p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>Complaints process in effect. Processes used to improve relationships with parents/carers/pupils Views of involved parties sought to address issues at point of identification</p>
<p>WHAT FORM DOES STAFF DEVELOPMENT TAKE PLACE?</p>	<p>TRAINING/COURSES/STUDY ETC</p> <p>ASSESSMENT GRADING: RED — AMBER GREEN</p> <p>New SALT staff member in place Training cascaded via team members with SMART targets applied to evidence performance improvements</p>

ALTERNATIVE PROVISION AUDIT – DIRECTORY ADDITION	
KEY OBJECTIVES/MISION STATEMENT	
TYPE OF PROVISION	
SITE MANAGER	
SITE ADDRESS	
SITE PHONE	
MAIN EMAIL ADDRESS	

BUS DIRECTIONS	
TRAIN DIRECTIONS	
TRAM DIRECTIONS	
TUBE DIRECTIONS	
DATE OF LAST QA VISIT	JULY 2017
DATE OF HEALTH & SAFETY CERTIFICATE	
SAFEGUARDING OFFICER	

DATE OF LV2 SAFEGUARDING CERTIFICATE	
PUPIL TO STAFF RATIO	
CAPACITY	
DATE OF DIRECTORY ENTRY	
PUPIL NEEDS SUPPORTED	
MEANS OF REFERRAL	
ANNUAL FEE	
STAFF AND TITLES	

OPENING HOURS	
TUITION SUBJECTS OFFERED	ADD DATES AND TIMES IF APPROPRIATE
QUALIFICATIONS OFFERED	SUBJECT AND LEVEL

FUNDING ARRANGEMENTS	

END