

Freedom of Information – Response – 26749

Please provide the following information regarding the commissioning of placements for children with Education, Health and Care Plans (EHCPs) in Independent and Non-Maintained Special Schools (INMSS):

1. Procurement Mechanism: Does the Council commission these placements via a Dynamic Purchasing System (DPS), a Framework Agreement, or purely via Spot Purchasing?

[Spot Purchasing via the National Schools and Colleges Contract.](#)

2. Access: If a DPS or Framework is in place, please provide the name of the portal used (e.g., ProContract, Adam, SProc.net), the website link for that portal, and the reference number for the contract.

[N/A](#)

3. Spot Purchasing: If the Council utilizes "Spot Purchasing" for individual placements, please provide a copy of the "Pre-Placement Quality Assurance" criteria or "Vendor Onboarding" documents required for a new school to be set up as a supplier, and contact details of those responsible.

[Please find the following Policy Compliance review Suffolk County Council \(SCC\) undertake with any new Independent Non-Maintained Schools SCC work with. In addition , SCC have added a Provider Pack that is shared as well.](#)

4. Sufficiency Strategy: Please provide a link to the Council's most recent "Market Position Statement" or "SEND Sufficiency Strategy" outlining future commissioning intentions.

[Suffolk County Council is currently working on an updated SEND Sufficiency Strategy which should be published shortly. In the meantime, below is a link to the previous document.](#)

[Suffolk-SEND-Sufficiency-plan-2022-2025-Appendix-1](#)



**Provider Services
CYP Inclusion**

Policy Compliance Review

For providers of services to children, young people, and their families

Provider information	
** Name of provision	
** Address of provision	
Type of provision (Please include a brief summary of offerings including profile of age range, gender, needs met and current fee structure if applicable)	
Part of a Multi Academy Trust? If yes, please name	
Main contact	
Position of contact	
** Contact email	
** Contact number	
URN if applicable	
Form Completed By:	
Name	
Position in Organisation	
Date	

** Insurance Cover		
Please provide evidence for either Insurance certificates <u>OR</u> Risk Protection Arrangement (RPA) membership for all of the below:		
Employers Liability (£5m)	Public Liability <ul style="list-style-type: none"> • Contracts for < £500k = £1m • Contracts > £500k but < £1m = £5m • Contracts > £1m = £10m 	Professional Indemnity (£1m - £5m)

Monitoring				
Please provide reports and details of any monitoring visits conducted by Ofsted, Independent Schools Inspectorate, or other agency where applicable				
Date of last full Ofsted/ISI visit		Rating from last full Ofsted/ISI visit		Please attach report
Date of last interim Ofsted/ISI visit		Rating from last interim Ofsted/ISI visit		Please attach report
Residential schools/schools with care homes <u>ONLY</u>				
Residential schools: Please attach most recent Ofsted report		Care homes: Please attach regulation 44 reports for the last 3 months		

Incidents and Notifications	
Number of Children/Young people absconding in the last 12 months	
Number of incidents at Provider resulting in police involvement in the last 12 months	

Please include the following policies, procedures and information with your return

Electronic documents or links to documents online are preferred.

No.	Document Required	Please attach or link to evidence in support of your response	RAG (LA use only)
1.	Safeguarding/Child protection policy. To include the following: <ul style="list-style-type: none"> • Most recent keeping children safe in education • The role of the Designated Safeguarding Lead (DSL), including the identity of the DSL and deputies • Female Genital Mutilation (FGM) • Child on child abuse • Upskirting • Channel • Prevent • How to report a concern 		
2.	Equal Opportunities Policy <ul style="list-style-type: none"> • How the organisation will deliver their service in a non-discriminatory, professional, culturally, and religiously sensitive manner. • How staff and volunteers are trained and how this is refreshed • Service Users must be treated with dignity and respect at all times. 		
3.	Health and Safety policy <ul style="list-style-type: none"> • Policy statement signed off by the senior manager/director • A policy statement. • A statement of organisation. • Arrangements for managing health & safety • Who is responsible for H&S throughout the organisation • Does the policy identify where they get their competent H&S advice from? • Risk assessments • Reporting Procedures • Monitoring arrangements 		

4.	** Disclosure and barring service – Please provide an anonymous list of the DBS numbers and expiry dates for all staff and volunteers where applicable working on the services contracted to Suffolk County Council.		
5.	Safer recruitment policy At least one person is safer recruitment trained Provider should state how they ensure DBS checks are up to date (for example update service or resubmitting DBS checks every x years) Detail all pre employment checks below: <ul style="list-style-type: none"> • ID check • Enhanced DBS check with children's barred list (and adults if applicable to cohort) • 2 references • Prohibition from teaching check (only applicable to teachers) • Right to work in the U.K • Further checks on those who have lived or worked outside of the U.K for 3 months or more. (If the provider does not complete overseas checks a risk assessment must be made reference to). • Section 128 check for managers (maintained schools – governors; independents, academies and non-maintained - all management staff, governors, proprietors and trustees) 		
6.	Please complete the following online form Provider Services Data Processing Schedule via MS Form.		
7.	On-going staff training, monitoring and supervision policy <ul style="list-style-type: none"> • How staff are trained for continuous professional development. • Supervision arrangements and the need to maintain records of supervision. 		

** Required for set up on our payments system and will need to have been received before payment can be made.

No.	Self-Assessment Questions	Please provide evidence in support of your response
1.	Does the organisation have good communication and information sharing arrangements and procedures in place in order to work effectively with other organisations and professionals to safeguard and promote the welfare of children?	
2.	Do you use subcontractors or manage any other staff that you do not employ e.g. agency staff/volunteers? Do you have a discipline, complaints and grievances procedure for subcontractors?	
3.	Do you record and report on near misses? In addition to reporting on the 'near misses' do you document and record evidence of the learning from the 'near misses'?	
4.	Have you been issued any enforcement or improvement notices issued within the last 3 years? Please provide details.	
5.	Have there been any convictions of breaching Environment Management legislation within the last 3 years? Please provide details.	
6.	Do you have any health and safety concerns regarding - Anything within your service contract e.g., the contract terms or specification? - Or the way that you are currently delivering the contracted service? - Being COVID Secure? -	
7.	Any further comments?	
8.	Please provide the contact details for the senior member of staff responsible for safeguarding within your organisation.	

SCC use only:

Section 157/175 check and actions added into the agenda?	Yes/No
Policy scrutiny completed in the last two years?	Yes/No Date:

Provider Services Pack

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Introduction to provider services

This pack has been produced to ensure that all Providers have the key information required so that both the Local Authority (LA) and Providers fully understand the working arrangements and to ensure a consistent approach across all Providers. Each Provider has been allocated a Lead Officer and Support Officer who will be your main points of contact within the Provider Services Team.

Each Provider will have a Provider Development Review Meeting planned each academic year, some of these meetings will take place on site. We will contact you separately to agree the date of these meetings. This pack outlines the purpose for these meetings, focusing on a collaborative approach to ensure that these are supportive opportunities to both the Provider and the LA. In addition, we have included other relevant information that we feel would be of use to all Providers.

The Provider Services team is at the forefront in ensuring that robust contract management systems are embedded across all specialist providers wherever a Suffolk child and young person is placed, this a statutory function. The team ensure specialist education providers are commissioned appropriately and continue to comply with contractual expectations. **Our Contract Management Minimum Standards – The Basic Ask**

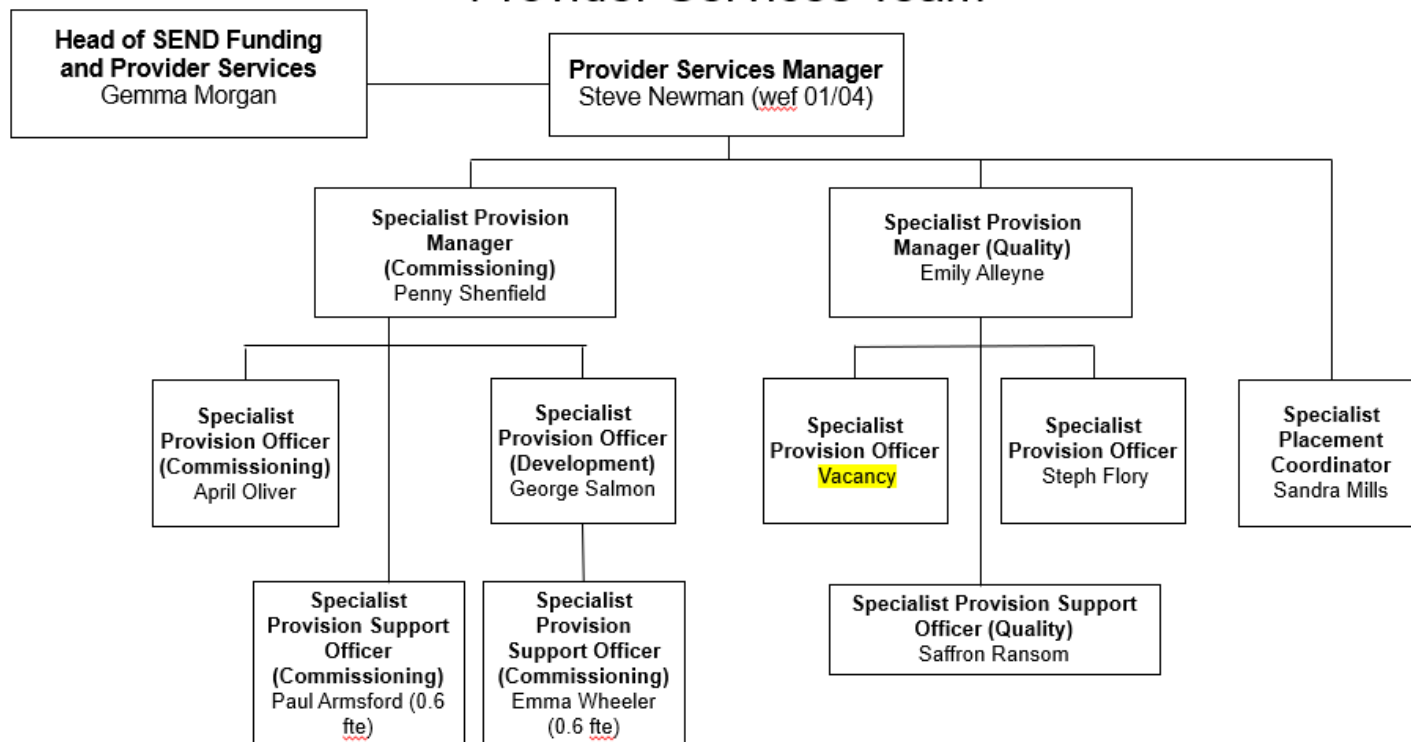
This includes day to day responsibility for provider relationships, alongside regular provider development reviews. In the event of noncompliance or poor performance, the Provider Services team will liaise with senior colleagues around an appropriate course of action and response.

The Provider Services team is responsible for the expansion and ongoing improvement of the local offer (specialist school placements within Suffolk). To do this the team collates and manages data across the SEND Partnership (Health, Education and Social Care) to identify projected demand through sufficiency planning.

Provider Services ensures that any new special education provider supplies the required information to enable them to be put on to the payment system. This includes checks on relevant policies and safeguarding practices.

Quality Assurance of providers remains the responsibility of Ofsted and other regulatory bodies. If there is a serious concern regarding a provider, such as an inadequate Ofsted notification directly relating to a provider, the Provider Services team will immediately escalate to senior colleagues within Education and Social Care (if applicable), in order for them to take appropriate action and plan a response.

Provider Services Team



SCC Provider Services Team Structure
as at March 2023

SCC Provider Services Contact Details:

Lead Specialist Provision Officer email: [Email address]

Specialist Provision Support Officer email: [Email address]

Specialist Provision Manager email: [Email address]

Team mailbox: providerdevelopmentteam@suffolk.gov.uk

Independent and Non-school Alternative Education Providers only - email for all invoices: inclusionfundinghub@suffolk.gov.uk

Roles and Responsibilities

Specialist Provision Support Officer:

- Following Introduction by Lead Officer, liaise with Provider to agree Review meeting dates
- Pre-meeting request for information from Provider
- Stakeholder survey request and collation – share with Lead Officer once complete to inform focus areas
- Collate data for Review Meetings
- Send out and collate the Annual / Initial Safeguarding and Contract Management Self Assessment
- Send out the Data Processing Schedule
- Circulate agenda for Review Meetings
- Attend Review Meeting
- Note taking during Review Meetings
- Produce draft notes of Review meetings – share with Lead Officer for comment and approval
- Circulate notes of Review Meetings – cc in Lead Officer
- Assist Provider with Suffolk Sourcing registration and system access
- Process NASS and IPAs for each provider where required
- Upload signed NASS and SLA to Suffolk Sourcing – Lead to be Contract Manager
- Escalate outstanding NASS and IPAs to Lead where necessary
- Escalate any Provider enquiries / concerns to Lead Officer where necessary
- Complete follow up actions where necessary following Review Meetings

Lead Specialist Provision Officer:

- Introduction contact and Provider Pack
- Liaise with Stakeholders where necessary

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- Produce areas of focus and share with Provider and Support Officer
- Chair Review Meetings
- Approve Review Meeting notes
- Agree Review Meeting follow up actions with Provider and complete these actions where necessary
- Complete Provider Information and Schedule Spreadsheets with Review Meeting Dates – Forward plan next visit / review meeting with Provider and complete additional information to build up a summary of Provider status
- Escalate any Provider enquiries / concerns to Manager where necessary
- Liaise with Provider to ensure SLA / NASS is agreed and signed
- Liaise with Provider regards outstanding IPAs where necessary

Specialist Provision Manager:

- Sign off Feedback Letter – where there are significant concerns these are to be signed off by Provider Services Manager
- Support Lead Officer on Review Meetings and Improvement Board where necessary
- Support Provider and Lead Officer on enquiries / concerns where necessary
- Chair Review Meetings for areas where we have concerns
- Escalate any Provider enquiries / concerns to Provider Services Manager where necessary

Timeframes:

Annual Requirements:

- Safeguarding and Contract Management Self-Assessment. Used for new providers and as an annual update.
- Data Processing Schedule return

Meetings:

- Agenda to be circulated 4 weeks prior to meeting
- Request for additional items by the Provider to be submitted 2 weeks prior to meeting
- Notes of meeting with agreed actions to be circulated within 2 weeks of meeting

Data Returns to be submitted by all Providers each term:

- To be submitted within 2 weeks of start of each term, data for previous term – Providers will be notified of submission deadline when the data request is sent for each term

If Providers require to escalate any issues, please contact your assigned Specialist Provision Manager in the first instance.

Our Contract Management Minimum Standards – The Basic Ask

Mobilisation

1. Undertake and record a structured, data-driven risk assessment, to determine the level and frequency of contract management activity (note this may be revisited during the life of the contract).
Key Risks to consider
 - Health & Safety
 - Data protection compliance – (UK GDPR and DPA 2018)
 - Fraud and corruption
 - Modern Slavery
 - Environmental Impact
2. Record details of all grants (of any value) plus any contract over £5k on a corporate database Suffolk Sourcing (main contract, not individual placement agreements) to enable compliance with transparency agenda.
3. Build up a working knowledge of the supplier and develop a working relationship with an introductory supplier meeting (preferably a supplier visit where possible).
4. Ensure processes are in place to order and pay for work during life of the contract.
5. Set up contract management diary and processes, commensurate with assessed risk level.
6. Ensure that the contractor is aware of our Climate Change Commercial Ask and plan the review of progress to meet the Ask into your contract management processes.
7. If personal data is being processed under contract, review the contract's Data Protection Impact Assessment (DPIA) and Data Processing Schedule (DPS) to ensure that it is up to date prior to contract commencement.

Ensuring Delivery

1. Undertake day to day performance management in line with requirements/outcomes of the contract and to ensure benefits realisation including the delivery of their Social Value offer.
2. Ensure the supplier is visited regularly to maintain initial contact, understand strategic and operational issues and, where appropriate, view the service being delivered.
3. Review risk assessment as needed and vary contract management intensity and actions if appropriate.
4. Monitor sustainability of service.
5. Regularly benchmark service and cost.
6. Document all interactions with the supplier (including contract variations, novation DPIA and DPS updates and amendments) and retain copies on file.

End of Contract

1. Implement the exit action plan to ensure handover data (customer agreements and information, TUPE data etc.) is gathered.
2. If the contractor is processing personal data under contract, ensure the instructions in the DPS for end of contract data management are followed and notify data.protection@suffolk.gov.uk that the DPIA has been 'retired'. If renewing the contract, update both the DPIA and DPS accordingly.
3. Ensure outstanding issues on invoices/payment are resolved before end of contract.

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4. Update lessons learned for next contract.
5. Update corporate contract database as contract expires.

SCC Key Contacts

Family Services – For any queries or discussions regarding individual children and young people, for special schools, units, pupil referral units and alternative provisions, your primary contacts will be the Family Services Co-ordinators and Assistant Co-ordinators. The education settings that each team covers, their email address, and the team members and their contact numbers are available on Info Link.

The Family Services Managers and Lead Co-ordinators manage the teams and work with independent specialist providers, supporting the children and young people accessing these settings and their families.

Lowestoft and Waveney: SENDLW@suffolk.gov.uk

Suffolk Coastal: SENDSS@suffolk.gov.uk

Ipswich North and East: SENDSS@suffolk.gov.uk

Ipswich South and West: SENDSS@suffolk.gov.uk

West Suffolk: SENDWS@suffolk.gov.uk

Bury St Edmunds and Central Suffolk: SENDWS@suffolk.gov.uk

Young people, families, practitioners and providers can contact Family Services by phone, email or letter. As staff cover a range of commitments and attend a variety of meetings in and out of the office, you may not receive an immediate response. We are committed to responding to phone calls within a maximum

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time of 3 working days and replying to emails and letters within a maximum time of 5 working days. When staff are not in work for an extended period of time, their answerphone message or out of office email message will provide details of who to contact in their absence. If you do not receive a response or a reply from your local team, please contact the Lead Co-ordinator in the first instance, who will follow this up for you. If you have outstanding enquiries, you can contact the Family Services Manager for your local team.

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/service.page?id=pjytJbX-8Cl&localofferchannelnew=3>

Specialist Education Services – From September 2021 all our specialist education services and outreach are working together as one team, this is known as Specialist Education Services (SES). All SES referrals for Cognition & Learning, Communication & Interaction, Social Emotional Mental Health, Physical & Sensory, Stage 3, Whole School Inclusion, Additional Tuition Services and Specialist Learning Support Service should be sent to SESReferrals@suffolk.gov.uk. No other accompanying documentation will be required (with the exception of ATS and SpLSA). Referrals for the Physical & Sensory teams and for ATS are picked up automatically by those teams where the relevant criteria is met.

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/service.page?id=FBn2OXIJIFE&localofferchannelnew=0>

Education Psychology Service – Supporting emotional well-being, mental health and learning on an individual, group and whole school / organisational basis. We are qualified to work with Children and Young People from 0-25 years as well as with the adults who care for and work with them.

Our Team may work with you and your child/young person in order to help find ways forward. This could involve helping find solutions to the issues they are facing. Involvement may also include working with groups of students and working with educational and pastoral staff, e.g. in training, research and project work.

Professionals can submit a referral for support from any of our team, please download and complete either our Educational Psychologists' referral form or the Inclusion Facilitators' referral form. Once completed, please email the referral form to psychology&therapeuticservices@suffolk.gov.uk

Educational Welfare Officers & Attendance Service – EWO's are part of the Attendance Service, and are often able to help improve attendance over time. They can support the development of an Attendance Action plan or advise about the consideration for an Education Supervision Order (ESO), and they also have strong links with the Inclusion Service Family Services Team, the Elective Home Education Service and the Education Service at Suffolk County Council, as well as a wide range of other organisations.

You can contact the Lead Attendance Officer or Assistant Lead Attendance Officers by email at SchoolAttendance@Suffolk.gov.uk

Transport – The Transport team make decisions about transport support as part of the decision-making arrangements for children with special education needs. Free home to school transport is only available when the council places the child in a special school, special unit or a mainstream school and:

- the child is under 8 years old and lives over 2 miles away from the school
- the child is 8 or over and lives over 3 miles away from the school
- it is determined that the child's disabilities are significant enough to need transport for a shorter journey

Transport Service (Specialised) Transport.ServiceSpecialised@suffolk.gov.uk

<https://www.suffolk.gov.uk/children-families-and-learning/send-and-the-local-offer/sen-transport-support>

Standards and Excellence Team – Vision: 'The highest standards, as good as the best, for all Suffolk Children and Young People today and for their futures.'

The Standards and Excellence team work with school leaders across Suffolk to achieve this vision and deliver high quality school improvement, support and challenge that meets the schools' needs. This is done by regular bespoke visits and professional dialogue to support the schools' improvement journey. The team is committed to ensuring the best possible outcomes for Suffolk's children and young people, in line with the county's Raising the Bar agenda. The Standards and Excellence team has the following facets: Leadership and governance, Standards and Excellence Officers, Elective Home Education team, including Gypsy Roma Traveller support, and, Early Career Teacher appropriate body services.

Our work aims to deliver sustainable school improvement and ensure strong networks are developed to facilitate this.

Please contact your Lead Specialist Provision Officer if you would like any further information.

The Suffolk Virtual School – The Suffolk Virtual School supports the educational progress of children in the care of Suffolk County Council.

We are committed to improve the educational experiences and outcomes of our children in care. We work with all relevant partners in education and social care to ensure that our children's opportunities in school are the best they can be. This site is updated regularly and so it is worth revisiting from time to time.

- Telephone: 01473 260818
- Email: suffolkvirtualschool@suffolk.gov.uk
- Twitter: [@SuffolkVirtual](https://twitter.com/SuffolkVirtual)

<https://www.suffolk.gov.uk/children-families-and-learning/children-in-care-and-care-leavers/the-virtual-school-for-children-looked-after>

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Local Authority Designated Officer (LADOs) – The LADO will provide advice and guidance to employers and voluntary organisations. They liaise with the police and other agencies and monitor the progress of cases to ensure that they are dealt with as quickly as possible, consistently with a thorough, fair and proportionate process.

The framework for managing allegations is set out in statutory guidance contained in Working Together to Safeguard Children 2018.

The guidance outlines procedures for managing allegations against people who work with children and young people in any capacity, whether paid, unpaid, volunteers, casual, agency or anyone self-employed. The LADO may become involved in matter which relate to activities in a person in a position of trust's personal life which raise possible safeguarding concerns.

Local Authority Designated Officers can be contacted via email on LADO@suffolk.gov.uk or using the LADO central telephone number 0300 123 2044 for advice and consultation.

Multi Agency Safeguarding Hub (MASH) – Suffolk MASH receives and processes all safeguarding referrals of children and adults at risk of harm and abuse. It consists of around 60 professionals from health, police, education, social care, probation, youth justice, mental health services and housing. The MASH was developed as a result of learning from previous experiences, especially from lessons highlighted by reviews of serious safeguarding incidents across the country. If you would like to discuss whether the situation you are concerned about should be the subject of a safeguarding referral, please contact the MASH Consultation Line on 0345 606 1499.

Funding Hub – The Suffolk County Council SEND Funding Policy and Guidance Document came into effect from September 2020. This policy applies to the following providers:

- Mainstream schools and academies
- Further Education and 6th Form Colleges
- Special Schools (including special academies and free schools funded in Suffolk)
- Pupil Referral Units and alternative provision academies
- Post 16 Private Training Providers

The new policy is designed to create a fairer, simpler high needs funding policy, that is more easily understood by parents, carers and professionals across the system. It includes the creation of a universal banding system which is inclusive of all children and young people aged 0-25. The new system makes it simpler for providers to access the funding and administer it.

<https://www.suffolklearning.co.uk/leadership-staff-development/inclusion-send/high-needs-funding>

Activities Unlimited – Activities Unlimited provides short breaks and leisure activities to disabled children aged 0-25 in Suffolk. They recognise that short breaks and respite from a caring role are a priority for families and should be delivered as part of a broader package of family support services.

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/service.page?id=JFS7abAFB-8>

Social Value and Best Practice

Climate Change Project – Making Suffolk the UK's greenest county is an aspiration that involves all of us. We all want to enhance Suffolk's natural and historic environment and respond to climate change.

The partnership behind Creating the Greenest County provides an umbrella for many existing projects. It also encourages further recognition and resourcing of them, and seeks to inspire further actions in communities, businesses and schools.

<https://www.greensuffolk.org/schools/ecoschools/>

Social Value - Advice and guidance on how you can support Suffolk with the Social Value you can offer and maximising the Suffolk pound (£).

Social Value is a way of thinking about how scarce resources are allocated and used. It prompts us to ask if £1 is spent on the delivery of goods, services or works, can that same £1 be used also to produce a wider social, economic or environmental benefit to the community in Suffolk.

<https://www.suffolk.gov.uk/business/tenders-and-supplying-us/social-value>

Families First Awards – Family First Award is a family business who seek to recognise and honor those individuals and businesses who make family life that little bit easier or more special. *"Victoria Park PS was nominated by our parents for a number of categories. We went on to be finalists and won a number of awards in the Spring and then the Summer awards nights. The awards have boosted the morale of the entire school family, staff, parents and children. We were overwhelmed by how parents took part and sent wonderful comments in their votes to Family First to make us winners."* Andrea Gourley - Principal, Victoria Park Primary School

https://www.familyfirst-uk.org/?gclid=CjwKCAiAI9efBhAkEiwA4TorioC-9PcUALn2utQxyEB061FQTiOkONFqFzt3AlfrqYFa0dw6MUozuxoCkhkQAvD_BwE

Challenge Partners – Challenge Partners is an education charity, led by practitioners, through which schools collaborate to improve each other and the education system as a whole, so all children benefit.

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They work with schools across the country, and focus on school improvement, leadership development and knowledge exchange. Programmes are grounded in evidence of what works, regular quality assurance, and sharing the collective wisdom in our schools.

<https://www.challengepartners.org/>

Schools Choice – Working closely with schools and academies to develop bespoke packages across all phases of learning. Support services include information, advice and guidance, materials and toolkits to support school improvement processes and activities, along with curriculum networks, online information and face-to-face consultancy.

They can also offer guidance and support with leadership succession planning, recruitment of headteachers, interim leadership arrangements, developing leaders in schools and supporting teachers that are new to the profession.

<https://www.schoolschoice.co.uk/>

Vertas – Vertas offer a variety of training from Health and Safety to Educational Services. The health and safety of colleagues, clients and customers is a top priority and it is important to keep on top of the latest in Food Safety, Fire Safety Management, Legionella Compliance, Asbestos Management and Control of Contractors.

<https://www.vertas.co.uk/property-management-training/>

SENDIASS – Suffolk SENDIASS (Special Educational Needs and Disabilities Information Advice and Support Service) is a confidential and impartial information, advice and support service on issues related to Special Educational Needs and Disability (SEND). It is free, easy to access and confidential. We can help children, parents and young people take part in decisions that affect their lives.

<https://suffolksendiass.co.uk/>

Safeguarding and Contract Management Self-Assessment



**Provider Services
CYP Inclusion**

For providers of services to children, young people and their families

Please return the questionnaire and policies by reply to ProviderDevelopmentTeam@Suffolk.gov.uk

You may be asked to provide further evidence in support of your responses.

For further information, please refer to:

- Suffolk Safeguarding Partnership website www.suffolksp.org.uk
- Suffolk Local Offer website <https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/advice.page?id=hmmPdxK9h0w>
- www.suffolklearning.co.uk/leadership-staff-development/safeguarding-and-e-safety

Provider information	
** Name of provision	
** Address of provision	
Type of provision (Please include a brief summary of offerings including profile of age range, gender, needs met and current fee structure if applicable)	
Part of a Multi Academy Trust? If yes, please name	
Main contact	
Position of contact	
** Contact email	
** Contact number	
URN if applicable	
Form Completed By:	
Name	
Position in Organisation	
Date	

**** Insurance Cover**

Please provide evidence for either Insurance certificates OR Risk Protection Arrangement (RPA) membership for all of the below:

Employers Liability (£5m)	Public Liability <ul style="list-style-type: none"> • Contracts for < £500k = £1m • Contracts > £500k but < £1m = £5m • Contracts > £1m = £10m 	Professional Indemnity (£1m - £5m)
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Monitoring

Please provide reports and details of any monitoring visits conducted by Ofsted, Independent Schools Inspectorate, or other agency where applicable

Date of last full Ofsted/ISI visit		Rating from last full Ofsted/ISI visit		Please attach report
Date of last interim Ofsted/ISI visit		Rating from last interim Ofsted/ISI visit		Please attach report

Residential schools/schools with care homes ONLY

Residential schools: Please attach most recent Ofsted report	Care homes: Please attach regulation 44 reports for the last 3 months
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Incidents and Notifications

Number of Children/Young people absconding in the last 12 months	
Number of formal complaints in the last 12 months	
Number of incidents at Provider resulting in police involvement in the last 12 months	

Please include the following policies, procedures and information with your return

Electronic documents or links to documents online are preferred.

No.	Document Required	Please attach or link to evidence in support of your response	RAG (LA use only)
1.	<p>Safeguarding Policy for children and staff including child protection Safeguarding/Child protection policy. To include the following;</p> <ul style="list-style-type: none"> • Most recent keeping children safe in education • The role of the DSL, including the identity of the DSL and deputies • FGM • Child on child abuse • Upskirting • Channel • Prevent • How to report a concern • Make reference to online safety and statement of procedures for dealing with allegations against staff if not separate policies <p>Online safety policy (if not within safeguarding policy)</p> <ul style="list-style-type: none"> • Cyberbullying • Who is the online safety lead <p>Statement of procedures for dealing with allegations against staff (if not within safeguarding policy)</p> <ul style="list-style-type: none"> • If upheld, referring to LADO • If advised by LADO, referring to DBS or Teachers services to indicate potential prohibition from teaching <p>Missing Children policy (if not within safeguarding policy)</p> <ul style="list-style-type: none"> • The safeguarding response to children who go missing from education (CME) • First day calling 		

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	<ul style="list-style-type: none"> Legal definition of a 'child missing education' Requirement to report a child as 'missing education' to the Local Authority if they have been out of education for 10 days or more. (See Children missing from education Suffolk County Council) 		
2.	Equal Opportunities Policy – The policy should explain how the organisation will deliver their service in a non-discriminatory, professional, culturally and religiously sensitive manner by well-trained staff and volunteers. Service Users must be treated with dignity and respect at all times.		
3.	Health and Safety Policy and Risk Assessment procedures – Your policy or procedure outlining your approach to the use of Risk Assessments within the contracted services. Risks assessments should be undertaken to evaluate the potential risks that may be involved in activities or services. Evidence of assessments may be requested in monitoring visits/meetings.		
4.	** Disclosure and barring service – Please provide an anonymous list of the DBS numbers and expiry dates for all staff and volunteers where applicable working on the services contracted to Suffolk County Council.		
5.	<p>Recruitment and selection policy – This policy should explain how staff, volunteers and service users are employed and trained.</p> <p>Please provide written confirmation that Safer Recruitment checks have been completed for <u>all</u> staff (this includes all agency staff)</p> <p>Please do not send a copy of your Single Central Record.</p>		
6.	<p>Data protection and confidentiality policy – This policy should detail how you as the contractor processing personal data on behalf of Suffolk County Council (SCC) will demonstrate compliance with your obligations under the General Data Protection Regulation (GDPR)/Data Protection Act 2018. Data protection: privacy notice model documents - GOV.UK (www.gov.uk)</p> <p>Please provide the name and contact details of the Data Protection Officer, your ICO number and the number of data breaches reported to the ICO of in the last 12 months.</p> <p>Please complete the following online form Provider Services Data Processing Schedule via MS Form.</p>		
7.	On-going staff training, monitoring and supervision policy – Organisation to have a clear policy to train and support staff and volunteers for continuous development. This policy should also include		

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	supervision arrangements and the need to maintain records of supervision. Evidence of staff training and supervision may be requested in monitoring visits/meetings.		
8.	<p>Business Continuity – Organisation to have a clear Business Continuity Plan that includes; a statement of the critical activities, realistic recovery timescales, the main risks of business disruption and a description of recovery actions and contingencies. The Business Continuity arrangements should a) enable the contracted service to continue or be recovered whilst meeting all safeguarding requirements and b) have been updated to take into account changes since COVID and reflects the need to be practicing in a Covid Secure way.</p> <p>Please provider a copy of your Business Continuity Plan</p>		
9.	<p>Climate Change Commercial Ask – In 2019 Suffolk County Council declared a climate emergency, our ask of our supply chain is outlined in our Climate Change Commercial Ask which was published earlier this year.</p> <p>Please provide a copy of your Environmental Policy and your environmental action plan / carbon reduction plan.</p>		

** Required for set up on our payments system and will need to have been received before payment can be made.

No.	Self-Assessment Questions	Please provide evidence in support of your response
1.	Is there an identified senior member of staff who has specific responsibility for championing the strategic importance of safeguarding and promoting the welfare of children and young people throughout the organisation? Please provide contact details.	Click here to enter text.
2.	Does the organisation have a robust Safeguarding policy including a clear equality and diversity statement in line with Suffolk SSP guidance? www.suffolksp.org.uk Have your safeguarding policy and procedures been updated to meet the most recent legislation changes?	Click here to enter text.
3.	Is there a clearly defined process for recording incidents, concerns and referrals in relation to children and young people and the actions that result from these?	Click here to enter text.
4.	Is there a named person/s with a clearly defined role and responsibilities in relation to safeguarding at an operational level?	Click here to enter text.
5.	What do you do to ensure that staff and volunteers know who the safeguarding lead for the organisation is and how to contact them?	Click here to enter text.
6.	How are training needs assessed and acted upon to ensure the appropriate levels of safeguarding training for all staff, volunteers and contractors is updated on a regular basis?	Click here to enter text.
7.	Are appropriate records kept of all staff who have completed Safeguarding training? Can these be made available to the commissioner on request?	Click here to enter text.
8.	Are robust recruitment policies and procedures in place to ensure appropriate selection and vetting of potential staff and volunteers is undertaken, following the most recent legislation? How do you ensure that you are compliant with the SSP's Key safeguarding Employment Standards?	Click here to enter text.
9.	Does the organisation have effective policies and procedures in place to manage the online behaviour of all its users in addition to sensitive data / information management in order to reduce online abuse?	Click here to enter text.

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10.	<p>Do you have a Children Missing Policy and effective procedures in place should a child be missing from your service?</p> <p>What arrangement do you have in place to reduce the risk of :-</p> <ul style="list-style-type: none"> - Child sexual exploitation - Radicalisation 	Click here to enter text.
11.	<p>Are systems in place for children / young people to make a complaint or raise a concern or allegations about a member of staff?</p> <p>Are there appropriate systems are in place to record these?</p> <p>Do CYP know to whom they can report any actual or suspected abuse or neglect?</p>	Click here to enter text.
12.	Does the organisation have good communication and information sharing arrangements and procedures in place in order to work effectively with other organisations and professionals to safeguard and promote the welfare of children?	Click here to enter text.
13.	Does a culture of listening to and engaging in dialogue with children, young people, parents and carers (including seeking their views in decision making), exist in the organisation?	
14.	Are all staff aware of who and how to contact the Local Authority Designated Officer (LADOs) for allegations against people in a position of trust?	Click here to enter text.
15.	<p>Are records including images relating to children / young people stored securely and safely?</p> <ul style="list-style-type: none"> - How are digital records secured? e.g. are hard drives encrypted? - Are emails sent over secure routes? 	
16.	<p>Are there whistle-blowing procedures in place, such that all staff, volunteers and contractors can raise issues of poor practice?</p> <p>Are staff aware of how to report concerns regarding the service being COVID Secure? Are staff aware of the risks of Modern Slavery and how to report any concerns?</p>	
17.	<p>Do you use subcontractors or manage any other staff that you do not employ e.g. agency staff/volunteers?</p> <ul style="list-style-type: none"> • Do you have a discipline, complaints and grievances procedure for subcontractors? • What checks are in place for volunteers/mentor? 	
18.	Do you record and report on 'near misses'?	

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	In addition to reporting on the 'near misses' do you document and record evidence of the learning from the 'near misses'?	
19.	Do you have any health and safety concerns regarding <ul style="list-style-type: none"> - Anything within your service contract e.g. the contract terms or specification? - Or the way that you are currently delivering the contracted service? - Being COVID Secure? 	
20.	How do you ensure that any staff or organisation changes are shared promptly with the commissioner/ contract manager of the contract?	
21.	Do you have a clear Business Continuity Plan that includes; <ul style="list-style-type: none"> • a statement of the critical activities • realistic recovery timescales • the main risks of business disruption • a description of recovery actions and contingencies. • How the business operates in a Covid secure way The Business Continuity arrangements should enable the contracted service to continue or be recovered whilst meeting all safeguarding requirements.	
22.	Any further comments? Click here to enter text.	
23.	Please provide the contact details for the senior member of staff responsible for safeguarding within your organisation. Click here to enter text.	

Stakeholder engagement - Provider Services Compliments and Concerns Form

Provider Services Compliments and Concerns Form

This form can be used to submit compliments and concerns on an ad-hoc basis about any education provider where we place through SEP or APP and will also be sent to you prior to the Provider Services team undertaking a visit to an education provider. We welcome any feedback you believe is pertinent in helping us to ensure the process is as robust as possible. In turn, we will feedback to you any points related to the information you have provided below. Thank you.

Please note this feedback is shared with the provider. We do require your name which will not be shared with the provider. Therefore, if you wish to be anonymous do not disclose any information that could trace back to you.

* Required

1. Your Name *

2. Provider Name *

3. When was the last time you were involved with the provider? *

In the last;

Month

6 Months

Year

Over a year

4. Would you agree with these statements? *

	Strongly disagree	Disagree	Neither agree or disagree	Agree	Strongly agree
I was satisfied with the experience encountered with the provider	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I was satisfied with the communication with the provider including timeliness of the response	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Do you have any concerns or compliments for the provider?

☐ Compliments

☐ Concerns

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6. If selected any of the above boxes, please provide more detail

7. What has been working well with this provider? *

8. Have your team suggested any improvements to the provider? *

☐ Yes

☐ No

9. If yes, please explain what improvements and if they have been implemented

10. Any success stories you'd like to share?

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

 Microsoft Forms

Provider Development Review Meeting - Agenda

Title of Meeting:	Provider Development Review Meeting
Purpose or Mandate:	To review and monitor commissioned service for specialist provision.
Date:	
Place:	
Time:	
Attendees:	
Data to be considered prior to meeting:	<p>Termly data returns – to be implemented Spring Term 2022</p> <p>Optional –</p> <ul style="list-style-type: none"> • <i>Staffing structure (include key contacts) for Provider and SCC, to be shared at initial RM then revisited if any changes at future</i> • <i>Annual School Prospectus</i> • <i>Results from Pupil, Parent and Carers Surveys</i>

PART A – contains items that could be disclosed in full to the public and staff

<u>Item No.</u>	<u>Time</u>	<u>Item Description</u>	<u>Lead</u>
1.		Apologies	
2.		Introductions <i>First RM to include intro to the process and what is expected to be discussed at each agenda point.</i>	
3.		Minutes of the previous meeting <i>Review actions from previous meeting or the most recent visit</i>	

4.		Safeguarding <ul style="list-style-type: none"> • Safeguarding referrals made to the LA • LADO investigations • Behavioural Incidents <p><i>Discussion regarding safeguarding processes and any concerns that would like to discuss.</i></p> <p><i>Any updates that need to be shared can be raised here.</i></p>	
		<i>Actions Agreed, Target Date (s), Lead Officer (s):</i>	
5.		Health and Safety <ul style="list-style-type: none"> • RIDDOR Reports • Significant Incidents and accidents • Behavioural Incidents <p><i>Opportunity to discuss any investigations and outcomes. Also to discuss any significant incidents regarding health and safety</i></p>	
		<i>Actions Agreed, Target Date (s), Lead Officer (s):</i>	
6.		Data Protection <ul style="list-style-type: none"> • Privacy Notice • Data Breaches <p><i>Updates on any data breaches in the last 12 months / since previous meeting</i></p>	
		<i>Actions Agreed, Target Date (s), Lead Officer (s):</i>	

7.		<p>Pupil Journey</p> <ul style="list-style-type: none"> • Attainment and Progress <i>Opportunities to discuss progress within school and any concerns raised re pupils not making progress -what is being put in place in order to support</i> • Attendance <i>Discuss pupils with attendance concerns and what is being put in place to resolve</i> • Full Time Provision / Part Time Timetables <i>Updates and discussions regarding pupils on reduced timetables</i> • Broad and Targeted Curriculum <i>Opportunity to discuss any curriculum developments being considered</i> • Moving Into Adulthood (if applicable) <i>Discussions re MiA and aspirations of pupils. What support is in place and what further developments are being considered to meet aspirations and wishes of CYP</i> • Annual EHCP Reviews <i>Updates on annual reviews - such as whether relevant parties have been present, and problems and support that may be needed.</i> • Exclusions (formal and informal) <i>Discussions regarding exclusions – updates as to whether indicating a concern and interventions being put in place to address a concern</i> • Successful Transitions <i>Discussions regarding the success of transitions – good practice and issues raised. Any concerns re risk of NEET etc.</i> 	
		Actions Agreed, Target Date (s), Lead Officer (s):	
8.		<p>Pupil and Parent / Carer Views</p> <p><i>Opportunity to discuss engagement with parent / carers and CYP. What actions / change have been implemented as a result of any feedback received.</i></p>	
		Actions Agreed, Target Date (s), Lead Officer (s):	

9.		Staffing and School Governance <ul style="list-style-type: none"> • Use / Number of agency / supply staff • Current vacancies • Long term absence • Number of Early Career Teachers (ECT) <p><i>Updates or concerns around staffing – significant changes or appointment updates that need to be shared</i></p>	
		<i>Actions Agreed, Target Date (s), Lead Officer (s):</i>	
10.		Finance <ul style="list-style-type: none"> • Accuracy of invoicing and payments • Breakdown of costs and services • Financial stability <p><i>Not applicable to all provision.</i></p> <p><i>Opportunities to discuss any issues that may be experienced</i></p>	
		<i>Actions Agreed, Target Date (s), Lead Officer (s):</i>	
11.		Variations and Change Requests <ul style="list-style-type: none"> • Local Authority Requests • Provider Requests • Documentation • Key Performance Indicators • Social Value and Climate Change <p><i>Optional to include – not applicable to all provisions.</i></p> <p><i>NASS / SLA / IPA discussions.</i></p> <p><i>Opportunities to discuss development and commissioning options.</i></p>	
		<i>Actions Agreed, Target Date (s), Lead Officer (s):</i>	
12.		Summary Overview <ul style="list-style-type: none"> • What's working well • What are the concerns • How can we move forward - agreed actions 	
13.		<i>Actions Agreed, Target Date (s), Lead Officer (s):</i>	
14.		AOB	
15.		Date of next Review Meeting	

PART B – contains reports whose creators have claimed an exemption under the Freedom of Information Act 2000 *(if there are no reports claiming an exemption under FOI, you may delete this section of the agenda)*

16.	Start/finish	Click here and then start typing	
17.	Start/finish	Click here and then start typing	
18.	Start/finish	Click here and then start typing	