

Freedom of Information – Response – 27478

Please treat the following as a request for information under the Freedom of Information Act 2000.

I am requesting aggregated, non-personal information about organisations commissioned by Suffolk County Council to deliver education for pupils unable to attend school (including Section 19 provision, EBSA/SEMH tuition, and medical-needs tuition).

1. Provider list and organisational status *For each organisation commissioned by Suffolk County Council to deliver out-of-school tuition in the last 24 months, please provide:*

- *The provider's legal status (e.g., sole trader, limited company, partnership, charity, or other).*
- *Whether the Council commissions them as an organisation or as an individual practitioner.*
- *Whether the provider is on a formal framework or commissioned off-framework.*

This request does not seek the names of individual tutors.

We can confirm that Suffolk County Council holds this information. However, the information is readily accessible to you, as it is already in the public domain.

Section 21 of the FOIA states that a public authority does not need to provide information under section 1 of the Act if that information is reasonably accessible to the applicant by other means.

Please find a link to Suffolk County Council's Non School Alternative Provision Directory which includes the providers we work with under our contract. [2026-04-01 Unregistered Alternative Provision Directory](#) contained within the directory is information about each provider with their respective websites detailing their legal status and information about each organisation.

Details of the framework we operate are available here - [Suffolk Sourcing - E-Tendering & Contract Management portal - Project Manage - Tender](#)

The number of tutors, teachers, or staff the provider has declared to the Council through onboarding, safeguarding, quality assurance, or contract-management processes.

Suffolk County Council do not hold the information to be able to respond to this point on the staffing make up of each provision.

2. Qualification and safeguarding declarations *For each provider listed above, please provide:*

- *The number of tutors declared as qualified teachers (QTS or QTLS).*
- *The number of tutors declared as unqualified tutors.*
- *The number of DBS certificates submitted by the provider as part of onboarding or quality assurance.*
- *Whether the provider has submitted a safeguarding policy and the date of the most recent version held by the Council.*

- Suffolk County Council do not hold this information detailing number of qualified or unqualified tutors.
- When scrutinising any new provision, we receive certificate numbers rather than certificates themselves

When a provider joins our directory, a Safeguarding policy is submitted but we do not hold the version dates for all of these policies.

Providers then complete an Annual Self-Assessment where updated policies are required. In addition, Providers are supported through an ongoing Contract Review process.

3. Hourly rates and banding (aggregated information only) Please provide:

- The standard hourly rate bands or categories used by Suffolk County Council for commissioning out-of-school tuition (for example, Band A, Band B, Band C, or equivalent categories if used).
- The range of hourly rates paid across all providers in the last 24 months (i.e., the lowest hourly rate paid and the highest hourly rate paid).
- Whether Suffolk commissions tuition on an hourly, sessional, or package basis.

This request does not seek provider-specific commercial information and does not ask the Council to link any rate to any named provider.

Suffolk County Council do not have standard bands or rates in respect to Alternative Provision. Providers operate under a pricing schedule for delivery.

Within our contract we offer lots including support ratios of 1-1, 2-1 3-1 these range from £48 an hour to £140 for 1 to 1, 2 – 1 ranges from £65 to £160, 3 – 1 range from £70 to £256

The contract schedule of rates allows for hourly, half daily and daily sessions.

4. Volume of commissioned work For each provider, please provide:

- The number of pupils allocated to the provider in the last 24 months.
- The total number of hours commissioned from that provider in the same period.
- Whether the provider delivers EBSA, SEMH, medical-needs, or reintegration support (as recorded in your commissioning system).

Please see attached spreadsheet

Please note that our financial records do not break down the areas of need each session is being delivered for, so we are unable to respond to this part of the question.

5. Framework and procurement information Please provide:

- A copy of the current framework specification or service description for out-of-school tuition (if applicable).
- Any onboarding or quality-assurance forms used to collect provider information (blank templates only).
- Any guidance issued to caseworkers on commissioning tuition.

Please find attached the Service spec to support Q5.1 along with a link to this information on the Tender - [Suffolk Sourcing - E-Tendering & Contract Management portal - Project Manage - Tender](#)

Please find attached the Quality Submission to support Q5.2

Schedule 1 - Service Specification

Service	Alternative Education
Commissioner Lead	Gemma Morgan / Steve Newman
Provider Lead	
Contract Period	2 years with option to extend for up to a further 24 months

1. Purpose

What is Alternative Education for Suffolk?

Alternative Education encompasses a wide range of provisions including vocational therapeutic and tuition services offering up to 15 hours per week. These placements will be for children and young people who are currently not in education or are experiencing placement breakdown.

Alternative education focusses on removing barriers to education and typically helping pupils back into mainstream environments. Whatever form it takes, Alternative Education should always be part of the inclusion process, not the end goal.

These packages are commissioned outside of the local offer and are individually tailored to meet the needs of the individuals. These packages are put in place for children when there are difficulties in identifying a suitable permanent education provision for the child. The provision is used as an interim measure to ensure CYP continue to receive education and support whilst a more permanent placement is identified. These may also be put in place at the request of the families.

What demand have we identified?

We currently commission approx. 30 providers to deliver alternative education placements to over 430 CYP across Suffolk over the academic year. These CYP are either currently not in education or are experiencing placement breakdown. Demand has increased significantly over recent years.

	2020/21	2021/22	2022/23	2023/24	2024/25
Number of pupils in bespoke education packages	80	194	434	721	Approx 950 (estimated)

The Purpose

Tenders are invited for inclusion on a Rolling Select List of approved, quality assured providers of Alternative Education intended to facilitate the placement of vulnerable children and young people for whom the Council has a statutory responsibility. All young people placed under this contract will be of statutory school age in Key Stages 1-5, up to the age of 19 (and potentially 24 if they have an EHCP). In addition, pupils will have a range of backgrounds that could include but not be limited to:

- Being excluded or not attending a mainstream or special school for a prolonged period;
- Young people in public care who have had disrupted care placements and/or schooling;
- Young offenders on supervision orders;
- Young people awaiting court hearings or on bail conditions.
- Children and young people with additional needs i.e. Autism
- Children and young people with Disabilities
- Students waiting for a place within mainstream education or special schools

1.1. What children, young people and families would like

The Ideal Children's Worker

Children & young people in Suffolk told us how adults can support them best. These are the qualities that make the most difference to children's lives.

The ideal worker was created with the Children & Young People, Action & Transformation (CAT) Network, by a group of young people who had experiences of mental health services in Suffolk.

[Link to Poster and an animated version made by young people.](#)

We asked young people...

What makes an ideal children's worker?

They should be someone who...

Has good
signposting skills

Doesn't expect
too much from
you

Understands that
not one size fits all

Is patient, kind,
friendly &
compassionate

Respects your
individuality

Listens to you

Is able to remain
calm

Allows you to take
your own time

Is non-
judgemental &
takes you seriously

Goes the extra
mile or even cm!

Tries to understand
your behaviour and
doesn't assume
young people are
just being naughty

Is able to give appropriate
and sensitive responses

Has knowledge of
conditions and services

Doesn't cut you off or
make assumptions

Praises achievement
and gives positive
feedback

Gives you space when
you need it

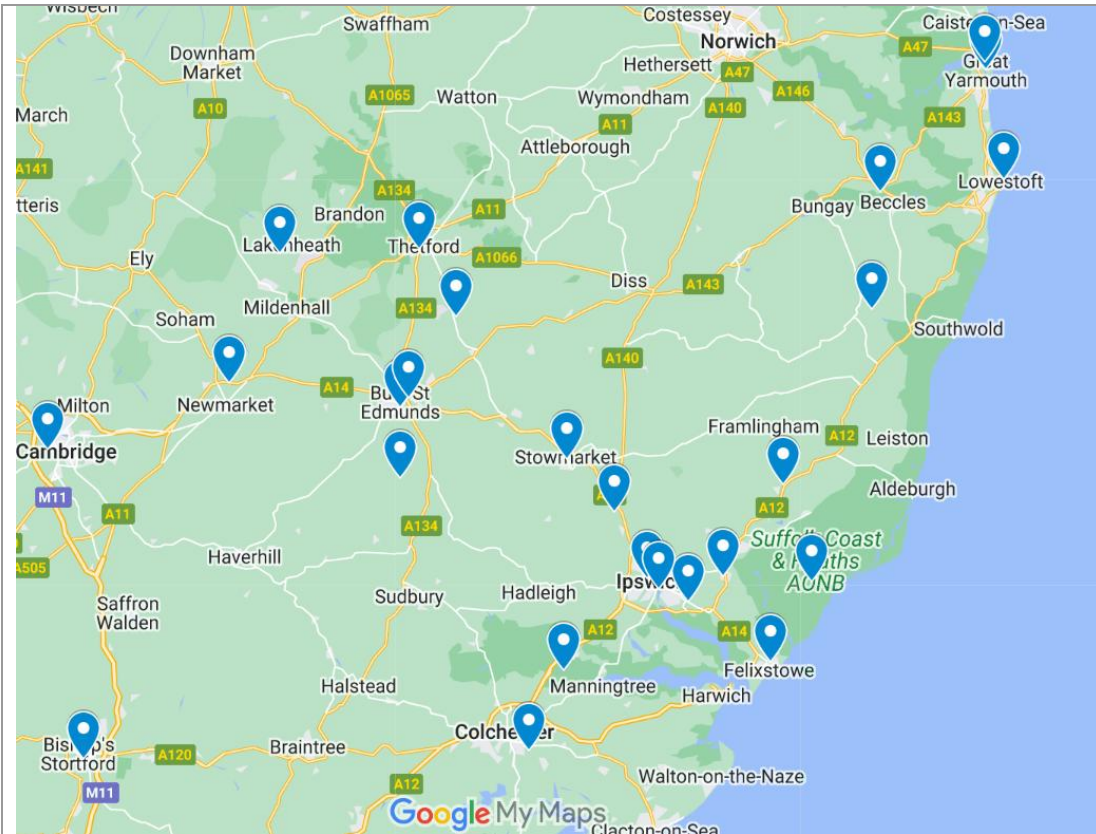
Doesn't give label like
attention seeking

Is able to recognise signs
of emotional and mental
health problems



Watch the video: <https://youtu.be/Q-RxnCuy6ps>

1.4 Local context and evidence base



Current Alternative Education Providers across Suffolk

Geography

Suffolk County Council (SCC) comprises of the following CYP Areas:

South

- Ipswich North and East
- Suffolk Coastal
- Ipswich South and West
- Family Services based at Endeavour House, Ipswich

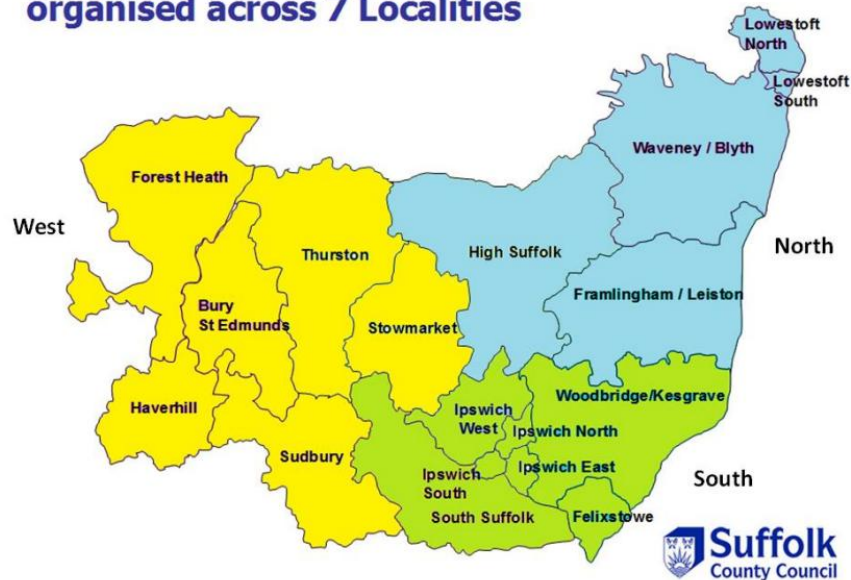
West

- Mid Suffolk
- South West Suffolk
- Bury and North West Suffolk
- Family Services based at West Suffolk House, Bury St Edmunds

North

- Lowestoft Central
- Coastal and Waveney
- Family Services based at Riverside, Lowestoft

Integrated Services and Social Care organised across 7 Localities



Suffolk County Council's Corporate Objectives:

[master-corp-strategy-report-2022-26 \(suffolk.gov.uk\)](https://www.suffolk.gov.uk/master-corp-strategy-report-2022-26)

- To promote and support the **health and wellbeing** of all people in Suffolk.
- To strengthen our **local economy**.
- To protect and enhance our **environment**.
- To provide **value for money** for the Suffolk taxpayer

Suffolk Health & Wellbeing Strategy

[Link to The Suffolk Joint Strategic Needs Assessment \(JSNA\).](#)

Vision for this strategy is that people in Suffolk live healthier, happier lives. The strategy aims to narrow the differences in healthy life expectancy between those living in our most deprived communities and those who are more affluent through greater improvements in more disadvantaged communities.

Outcomes:

- Every child in Suffolk has the best start in life
- Suffolk residents have access to a healthy environment and take responsibility for their own health and wellbeing
- Older people in Suffolk have a good quality of life
- People in Suffolk have the opportunity to improve their mental health and wellbeing

Our vision for children and young people:

All children and families in Suffolk have the right to be safe, the best education, physical and emotional health, successful preparation for adulthood and employment.

Too many children do not have these opportunities and we are committed to changing that. We must be brave and change the way we work to deliver this.

Suffolk SEND Outcomes

The SEND Outcomes described below are a set of standards, that have been jointly agreed across Education, Health and Social Care, that the Council expects all providers who work with Children and Young People with Special Educational Needs and Disabilities to embody through their service delivery. Providers may be asked to evidence to the Council how they work to deliver their service against these Outcomes at any time:

- Register on the Suffolk SEND Local Offer website and keep this up to date as and when there are changes in service delivery or feedback from families;
- Ensure that children, young people and their families are at the centre of all planning and decision making;
- Engage with children, families and young people who access services being delivered using the Signs of Safety model or the principles of this, person centred – what's working well, what isn't working well and what needs to change;
- Respond to the local needs and feedback to meet the needs of the children, young people and their families with any gaps in provision;
- Ensure providers work with children, young people and their families as well as all stakeholders to appropriately identify, plan and facilitate transition at each stage of their life;
- All Providers must work towards and promote the development of life skills for children and young people with SEND to support them;
- Providers will support children and young people throughout their journey across education, health and social care. This will support children and young people to successfully transition into adulthood whilst being given appropriate choice and support;
- Where information is needed to support the Education, Health and Care Plan process, providers must comply and respond within 6 weeks for statutory advice and or required information.

Priorities in Children & Young People's Business Plan

- CYP Alliance
- Implementing the SEND Strategy
- High cost demand: Children in care
- Raising the Bar
- Be safe
- Developing Suffolk Talent

Needs Analysis

The following formal needs assessments are available for reference:

<https://www.healthysuffolk.org.uk/jsna/reports/health-needs-assessments>

<https://www.healthysuffolk.org.uk/jsna/data>

2. Scope

2.1 Scope and Duration

The Rolling Select List will be in place for a maximum of two years from the 1st September 2023 with the option to extend for a further 2 years.

The Rolling Select List will remain open to new entrants with evaluation every term in October, February and June.

Suffolk County Council and its Inclusion Service will be the principle user of the rolling select list however Suffolk County Council reserves the right to select other procurement routes for specific requirements where necessary.

Additionally, Suffolk Schools will be able access the lists of suppliers who have been through the SCC initial assessment to provide support for pupils who remain on their school roll.

2.2 Specification

Suffolk County Council has a statutory duty to make arrangements for the provision of appropriate education otherwise than at school, for children of compulsory school age who by reason of exclusion from school or otherwise, will not receive a suitable education without such arrangements being made.

Suffolk County Council requires a range of provision to be offered against the following categories:

Key stage	• Key stage 1 • Key stage 2 • Key stage 3 • Key stage 4 • Key Stage 5
Lot 1 Tuition Services (In person)	• Core subject delivery • GCSE • Functional Skills
Lot 2 Vocational Services	• Alternative provision across a wide variety of subject areas

Lot 3 Virtual learning Services	• Online delivery across a variety of subject areas • Individual provision • Group provision
Lot 4 Early intervention/re-engagement services (Supplementary Education)	• Therapeutic activities i.e. Music / Art / Drama / Play therapies.
Location	The Suffolk CYP Areas • South Ipswich North and East Family Services based at Endeavour House, Ipswich Suffolk Coastal Family Services based at Endeavour House, Ipswich Ipswich South and West Family Services based at Endeavour House, Ipswich • West Mid Suffolk Family Services based at West Suffolk House, Bury St Edmunds South West Suffolk Family Services based at West Suffolk House, Bury St Edmunds Bury and North West Suffolk Family Services based at West Suffolk House, Bury St Edmunds • North Lowestoft Central Family Services based at Riverside, Lowestoft Coastal and Waveney Family Services based at Riverside, Lowestoft
Group size	• Individual tuition (1:1) • Group
Length of placement	• Part time • Short term – up to a half term • Medium term – up to a term

	• Long term – more than a term
Outcomes	Attainment and progress Attendance Curriculum Moving into Adulthood Reviews Parent/Pupil views Making progress to EHCP Outcomes Transitions

All provision should offer progression throughout their courses. Learners, where appropriate, should work towards qualifications that fit within the Qualifications and Curriculum Framework (QCF) and accreditation that support post 16/ industry recognised education.

The scope of this agreement is not restricted by learner numbers. It is anticipated that places will be purchased on an ad hoc basis dependent on the learner needs, location and capacity of the best value provider.

Providers must ensure that their academic year is in line with the with Suffolk County Council term dates [School term and holiday dates - Suffolk County Council](#)

The details of the timing and duration of provision for individual learners will be outlined in each referral Provider Offer Form submitted as a consultation by Family Services.

2.3 Any exclusion criteria

The provision will be for a maximum 15 hours per week as providers are not registered schools / education providers.

2.4 Referral processes

County Independent Panel supported by Family Services and / or Education Access Team

For safeguarding purposes, a provider is responsible for ensuring that no placement is started without the relevant paperwork, information and agreement from the Authorised Officer being in place.

Providers are required to ensure that all staff working with an individual learner have read and understood all documentation and data relevant to the placement offered which may include:

- SEN paperwork (Education Health and Care Plan or SEN support plan)

- Child in Care liaison and paperwork
- Safeguarding documentation
- Risk assessments
- Medical Information
- Academic levels and information
- Personal learning plan
- Target Sheets
- Other relevant documents

Providers are required to differentiate their provision on the individual learner needs, in line with any given information on referral and at any later communicated points.

2.5 Response time and prioritisation

The Provider shall make suitable provision for every new referral, arising from a permanent exclusion within 6 (six) school days in accordance of the Councils Statutory responsibility.

2.6. General standards

2.6.1 The service provider will ensure and be able to provide evidence that all staff and volunteers have received appropriate induction to their job role. An induction programme shall include as minimum:

- Health and safety
- Introduction to Safeguarding (including child sexual exploitation and missing children) to level 2
- Equality, diversity and inclusion
- Suffolk Signs of Safety and Wellbeing
- PREVENT (vulnerability to being drawn into terrorism)

2.6.2 The service provider is able to demonstrate that all staff and volunteers have accessed core and mandatory training as appropriate. Evidence of staff receiving equality and inclusion training will enable SCC to demonstrate that we are meeting our statutory Public Sector Equality Duty via services providers as this duty is non-delegable.

2.6.3 The service provider is able to demonstrate that their core learning and development programme includes as a minimum:

- Understanding essential principles and values in working with children

- and young people
- Understanding your role in working with children and young people
- Communicating effectively with children and young people
- Understanding child and young person development
- Safeguarding children and young people
- The ethos, principles and processes underpinning Suffolk Signs of Safety and Wellbeing

2.6.4 The service provider is able to demonstrate that all staff and volunteers access training appropriate for their individual job role.

2.6.5. The service provider is able to demonstrate clear training and development plans, which are reviewed at least annually, for all job roles, mapped to relevant national and local competency frameworks. Including refresher equality and inclusion training on a regular basis according to the role.

2.7 Role specific learning

2.7.1 The service provider is able to demonstrate that the following role specific training is available to staff and volunteers:

- Level 3 multi-agency safeguarding (eg safeguarding leads; post that attend child protection conferences)
- Hidden Harm (domestic violence; parental drug and alcohol misuse; parental mental health)
- Mental health and emotional well-being awareness
- Child Sexual Exploitation including children missing
- Manual handling
- First Aid
- Specific interventions

2.7.2. The service provider ensures that all staff have qualifications at the appropriate level for their job role and that, where applicable, professional registrations are maintained.

2.8 Supervision

2.8.1. The service provider has in place a clear and relevant supervision policy.

2.8.2. The service provider is able to provide evidence that:

- All staff have access to regular supervision, preferably at least 6-weekly, which could include one to one supervision, with an appropriately trained and experienced supervisor; and/or peer or group supervision
- Staff training and development requirements are reviewed through the supervision process
- All staff have their performance appraised annually, and this appraisal takes into account the views of families and young people.

2.8.3 The Service provider will be required to offer a professional support service to volunteers, including volunteer supervision and retention. It is desirable that accredited learning is available for volunteers.

2.8.4 The Service will contribute to any local evaluation of services and any research necessary as part of evaluation of the Council's transformation or Business Plan programmes, or for regulatory purposes eg Ofsted/CQC.

2.9 Management and Staffing

2.9.1 The staff employed will have the right personal attributes and skills to equip them to work with vulnerable children and young people.

2.9.2 The Service Provider shall maintain a record of the recruitment and vetting checks which have been carried out on those working (including as volunteers) for the service which includes:

- identity checks;
- Disclosure and Barring Service (DBS) Disclosures, including the level of the Disclosure, the unique reference number, and the outcome of the check including whether the individual is barred (in line with eligibility to obtain such checks);
- checks to confirm qualifications which are a requirement
- at least two references, preferably one from a current employer and, where possible, a statement from each referee as to their opinion of the person's suitability to work with young people;
- checks to confirm the right to work in the UK; and
- where the person has lived outside of the UK, further checks as are considered appropriate where obtaining a CRB Disclosure is not sufficient to establish suitability to work with families and young people.

3. Other

3.1 Safeguarding

3.1.1. Service providers will ensure that all their policies and procedures take account of the need to safeguard and promote the welfare of children, young people and vulnerable adults. This shall include:

- A robust Safeguarding policy including a clear equality and diversity statement in line with Suffolk LSCB guidance
- Children Missing Policy and effective procedures in place should a child be missing from accommodation
- Arrangements in place to reduce the risk of Child sexual exploitation and Radicalisation

3.1.2. Service providers will have staff that have appropriate safeguarding and safe practice training consistent with their role and function and adhere to safeguarding guidance and policy, both the service provider and any additional requirements

associated with working as part of the service.

3.1.3. Service providers will ensure that information is shared efficiently and effectively in respect of issues that may affect the safety and welfare of children, young people and vulnerable adults. This shall include:

- Records, including images relating to children/young people stored securely and safely
- Secure emails and appropriate encryption for sharing sensitive information.

3.1.4. Service providers will comply with policy and guidance relating to confidentiality and information sharing – recognising that they are working as part of an integrated service to meet the needs of the children and adults within the family.

3.1.5. Service providers will be familiar with and deliver services that comply with the Safeguarding policies and practice procedures of Suffolk on the LSCB website. This includes:

- Suffolk LSCB Child Exploitation Strategy
- Safeguarding Children and Young People from Sexual Exploitation Policy
- Guidance, Risk Assessment and Toolkit July 2014
- Safeguarding Children who Run Away or Go Missing from Home or Care -
- Policy Procedure and Practice Guidelines

All documents can be found on the Suffolk Safeguarding Partnership website.

3.1.6. Service providers will have in place a Whistle Blowing Policy which is made known to all staff and volunteers. It should contain a clear duty to report to an appropriate authority any circumstances or occurrence which is considered likely to significantly harm the safety, rights or welfare of a child or young person.

3.2 Signs of Safety

3.2.1. The service provider shall adopt the Suffolk Signs of Safety & Wellbeing approach to working with young people and families.

3.2.2. Signs of Safety and Wellbeing is a solution- focused approach which works in partnership with families and young people to name concerns and ways these can be addressed in their everyday lives. The approach emphasises

- the quality of working relationships with families and young people and between professionals
- open and honest communication which uses natural language used by the family
- solutions produced in collaboration with the family/young person and their network, identifying strengths that can provide safety over time
- risk-sensible practice with named consequences should behaviour changes not be made.
- Practitioners becoming the catalysts of change in families'/young people's lives, using their authority with skill and compassion.

3.2.3. Service providers must model the Signs of Safety approach for the workforce, and build a culture where attention is paid to lessons from success, so that effective practice can be emulated and become the norm.

3.2.4. Information about Suffolk's use of Signs of Safety can be accessed via the Local Safeguarding Children Board website.

3.3 CYP Quality Practise Standards

The service will meet the CYP Quality Practise Standards and any subsequent revision of the document during the lifetime of the contract. CYP Quality Practise Standards details our SEND Outcomes that all services who work with children and young people or adults with SEND should meet. <https://www.suffolk.gov.uk/business-jobs-and-careers/tenders-and-supplying-us/current-tenders/#tab5>

3.4 Business Continuity Plan

The service provider will have in place a robust Business Continuity Plan and procedures, which are subject to regular review to ensure that it is fit for purpose and continues to meet the needs of the service.

3.5 The Prevent Duty

3.5.1. The Counter Terrorism and Security Act 2015 places a duty on specified authorities including local authorities, schools, HE and FE colleges, health, probation and the police to have “due regard to the need to prevent people from being drawn into terrorism”.

3.5.2. Prevent aims to stop people becoming terrorists or supporting terrorism. It is considered to be “the only long-term solution” to the threat from terrorism

3.5.3. In providing services to the Council, the service provider will ensure that staff have awareness of the Prevent Duty (see 2.7.1.) and follow the procedures for concerns as outlined by the LSCB Prevent & Vulnerable to Radicalisation » Suffolk Safeguarding Partnership (suffolksp.org.uk) by completing and submitting a Vulnerable To Radicalisation referral.

3.6 Equality, Diversity and Inclusion

3.6.1. As part of the Equality Act 2010, Suffolk County Council is committed to providing services that are fair and accessible for everyone.

3.6.2. The County Council also has a responsibility to ensure that its partners, companies and organisations that are commissioned to provide services on its behalf take the same positive approach to equality and pay due regard to equality as set out

in 3.6.4 below; as the Public Sector Equality Duty is non-delegable.

3.6.3. In line with the Equality Act's (specific duties) Regulations 2011, Suffolk County Council's equality objectives aim to

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality between everybody
- Foster good relations between communities, tackling prejudice and promoting understanding

3.6.4. The Act further explains that having due regard for advancing equality involves:

- Removing or minimising disadvantages suffered by people due to their protected characteristics
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

3.6.5. The service provider will be expected to deliver services in line with the above Suffolk County Council equality objectives.

3.6.6. The service provider shall consider the cultural, ethnic, religious, linguistic and gender needs of families and young people. Access to interpreters may be required for families and young people whose first language is not English or have a sensory impairment. Providers shall take into account a range of needs and support for families and young people to integrate as fully as possible into local community networks, facilities and services as appropriate.

3.6.7. The service provider shall keep and maintain equality monitoring for all service users against all the protected characteristics.

3.6.8. We would encourage all providers to be Disability Confident. For further information guidance and resources about employing disabled people and how the Disability Confident employer scheme can help your business <https://www.gov.uk/government/collections/disability-confident-campaign> .

3.7 Service User Feedback

The service will develop a model of co-production with service users which involves them in working together with professionals and carers as equal partners to: design, develop, deliver and review services, information and advice.

The service provider will have a systematic process for collecting, evaluating and utilising service user feedback and will be able to evidence outcomes under the headline – You Said- We Did

3.8 Performance and contract management

Annually the provider will complete a Safeguarding Self-Assessment Questionnaire

which we base on our Section 11 requirements and is sent to all providers of services to children and young people and their families.

3.9 Regular Provider Services involvement

Providers must follow reporting procedures as prescribed by the Council, but these could be made up of the following requirements;

Report Requirement	Frequency
Termly data return to include; Attainment and progress Attendance Curriculum Moving into Adulthood Reviews Parent/Pupil views Outcomes Transitions	Termly
Safeguarding Self-Assessment Questionnaire	Annually
Data Processing Schedule	Annually
Contract Review Meeting	Annually

3.10 Local Offer Website

The provider will work with the Council and the service stakeholders to ensure that the service is well known to stakeholders and the children and young people and their families accessing the service. The provider will register their services on the Suffolk Local Offer website as appropriate to assist the Local Authority in compliance with the Children's and Families Act 2014.

<http://infolink.suffolk.gov.uk/kb5/suffolk/infolink/localoffer.page?localofferchannelnew=0>

3.11 Social Value

3.11.1. The Service Provider will work with SCC to maximise the Social Value they can deliver in addition to the specified service. Maximising every Suffolk £ and linking the Social Value benefits to **Our Objectives: Delivering In 2022 - 26.** Further information, guidance and a copy of our Annual Social Value Ask are available on our website <https://www.suffolk.gov.uk/business/tenders-and-supplying-us/social-value/>.

3.11.2. The Service Provider will work with us to map their Social Value offer to the TOMs measures to support us to track and contract manage the delivery of their Social Value Offer. <https://socialvalueportal.com/national-toms/>

3.11.3. We are a corporate parent to all our children in care and care leavers. The service provider will work with the Council to identify opportunities to support Children

in Care and Care Leavers as part of their Social Value offer e.g. apprenticeships. As a minimum all contractors will offer a guaranteed interview for all care leavers meeting the standards for advertised positions.

3.11.4 The Service Provider will review and monitor their climate impact in the delivery of the service and actively work to meet the Climate Change Commercial Ask and mitigate the environmental impact of the service. Mitigating action should include as a minimum: -

- an organisation culture that is proactively reducing the environmental impact of the service / organisation
- actively taking advice regarding the environmental impact of the service / your organisation and working to an action plan to reduce the impact
- informing and encouraging service users to reduce their environmental impact
- measuring the organisation's carbon impact
- working with the goal for the service/organisation to be Carbon Net Zero

4. Performance Requirements

Performance Criteria	Description	Targets
Attainment and progress	For all Pupils to make at least 'expected progress' against their academic, social and emotional baseline on entry to the provision. The number of negative behavioural incidents that Pupils may exhibit on entry to a setting should gradually reduce over time so that by the time they transition out of the setting they are significantly reduced, and the Pupil has strategies in which to self-regulate safely supported by evidence	100% of Pupils are making expected or better progress against their baseline on entry to the provision.
Attendance	Whole education provider attendance robustly monitored and addressed in line with statutory guidance. All Pupils to leave with a higher attendance percentage than they had on entry.	100% of Pupils will have a higher/maintained attendance since starting at the provision.
Curriculum	All Pupils should have access to a broad and varied suitable curriculum that meets their needs and supports their future plans for education and employment. The curriculum will need to be tailored to the specific circumstances	100% of Pupils have access to a broad and targeted curriculum.
Moving into Adulthood	From age 13, all Pupils should have an individualised Moving into Adulthood plan in place, as created by the Council that supports them in preparing for adulthood	100% of Pupils aged 13 and over will have a Moving into Adulthood plan in

	and successful transition to their next destination. This should be compiled in preparation for review meetings from year 9 onwards. Providers must ensure that Pupils have access to careers guidance and advice.	place and engage with careers guidance and advice.
Reviews	For those Pupils who have an EHCP, or are on SEN Support, regular review meetings should take place with full involvement from the Pupil and family. The provider will arrange Pupils' annual reviews within the timeframe required and will invite all involved. Annual review paperwork shall be submitted to the Council.	100% of Pupils will have progress reviews at least termly and where the Pupil has an EHCP, an annual review will have been completed.
Parent/Pupil views	The Provider will provide all children / young people and their parents / carers the opportunity to be part of the ongoing monitoring and review of the provision.	100% of parents and Pupils have been given the opportunity to engage with monitoring of the provision.
Outcomes	Secondary All Pupils should be able to secure accreditations and qualifications suitable to their levels of ability and skills. Primary All Pupils are able to make progress against their educational and personal targets	100% of Pupils achieve their desired outcomes.
Transitions	All Pupils returning or moving to a different education setting will have a planned and supported transition by the Provider and agreed by the Council.	100% of Pupils who are involved with transition will be fully supported by the Provider.

Providers	The number of pupils allocated to the provider in the last 24 months	The total number of hours/sessions commissioned from that provider in the same period
CERTUS EDUCATION LTD	Under 5	15
COMMUNITY ED CIC	Under 5	15
CONNECTION TUTORING	Under 5	10
CREATIVE COMPUTING CLUB	Under 5	5
DEPDEN CARE FARM	Under 5	2
KIP MCGRATH IPSWICH WEST	Under 5	15
KO-AN ARTS	Under 5	1
LITTLE GEMS WELLBEING CENTRE LTD	Under 5	1
NEW SKILLS CENTRE	Under 5	2
OAK ACTIVITIES LTD	Under 5	9
POTTON SERVICES	Under 5	37
SUFFOLK MUSIC THERAPY SERVICES	Under 5	1
THE INCLUSIVE KITCHEN	Under 5	15
THE ODYSSEY HUB LTD	Under 5	3
CTP TRAINING	Under 5	6
HORIZON COMMUNITY TRAINING CIC	Under 5	33
INCLUSIVE OPPORTUNITIES CIC	Under 5	5
INSTRUMENTAL UK T/As RECONNECT 1-	Under 5	5
STUDY MIND	Under 5	24
THE BEFRIENDING SCHEME	Under 5	2
WINCHMORE TUTORS	Under 5	15
BASE CAMP	Under 5	5
LEARNING IN NATURE BECCLES FOREST	Under 5	6
NEUROSPARKLY ADVOCATES	Under 5	25
RED BALLOON OF THE AIR	Under 5	42
TLC LIVE	Under 5	28
TUTOR DOCTOR BURY ST EDMUNDS	Under 5	30
UNIQUE TO YOU	Under 5	45
ABBEYCROFT LEISURE	Under 5	16
ASSET EDUCATION (FLOURISH)	Under 5	10
COYLE EDUCATION	Under 5	45
OFFBEAT EDUCATION	Under 5	14
COGGERSHALL ROAD THERAPUTIC PRC	Under 5	69
EAST COAST ADVENTURES	Under 5	9
BELIEVE IN YOURSELF	6	13
IPSWICH COMMUNITY MEDIA AND LEARN	6	16
ACADEMY 21 LTD	7	68
CONSORTIUM TRUST- THE LINK	7	26
OCEM LTD	7	100
OUT-SPACE LTD	7	33
POPLAR PARK	7	11
ATYPICAL EDUCATION	9	51

NEW PATH EDUCATION	9	24
RALLYSPORT	9	17
AMPP STUDIO CIC	11	110
BEHAVIOUR BLOOM	11	108
LIMITLESS FUTURES CIC	11	95
ABC EDUCATION	12	137
BALANCE AND BUILD SUPPORT LTD	12	108
COMMUNITY PRAXIS	12	44
LETS KICK IT	12	174
PATHWAYS SKILL ACADEMY	12	25
THE WILLOWS (CHILD DEVELOPMENT) L	12	47
CIRCLES ALTERNATIVE EDUCATION	13	95
SUNFLOWER SEND HUB LTD	13	140
THE NEST FARMS	14	14
DEBEN COMMUNITY FARM	15	35
DEDHAM THERAPY FARM CIC	15	22
K'DAM PROJECT	15	22
THE CATCH UP ACADEMY	15	122
KINDA EDUCATION CIC	17	27
PROJECTION EDUCATION	20	157
CASTLE FARM COUNTRYSIDE CLASSROOM	21	42
LIMINAL EDUCATION EAST ANGLIA LTD	22	44
BUILDING SEND CASTLES LTD	23	300
PAWS FOR THOUGHT THERAPY	24	28
CONEXUS TUITION (ENGAGING YOUNG I	25	224
CENTURY TRAINING	26	57
FRESH START IN EDUCATION	26	203
PUSHFORWARD PRIMARY EDUCATION	26	228
SUN PLAY THERAPY	26	292
SPACE (EDUCATION) LTD	29	262
MAGNUM OPUS TRAINING	31	253
REBOOT	34	79
LYWARD COLLEY	36	368
BE MY TUTOR	39	342
MINDJAM	39	98
THE RECONNECT PROGRAMME 1:1	39	507
APEX EDUCATION ALTERNATIVE PROVIDE	40	90
1ST STAFF	42	439
NUDGE EDUCATION	43	193
GREEN LIGHT TRUST	45	52
NOISE SOLUTIONS	48	129
THE WOODVIEW PROJECT	49	130
PUSHFORWARD POST 16	53	516
SENDSORY	53	507
PREPPED ACADEMY	68	765
REED SPECIALIST RECRUITMENT LTD (F	68	855

EASTERN OUTREACH	70	381
TARGETED PROVISION	73	607
PUSHFORWARD SECONDARY EDUCATIC	85	894
KEYS INCLUSION PATHWAYS LTD	93	263
PLOT COMMUNITY INTEREST COMPANY	101	188
INNOV8 WORKSHOPS	111	731
EM TUITION	167	1544
ACKERMAN PIERCE EDUCATION LTD	181	1910
LAPWING SUFFOLK LTD	202	702



**Provider Services
CYP Inclusion**

Quality Submission for Alternative Education Rolling Select List CD1397

All correspondence regarding your bid to join the Alternative Education Rolling Select List and your quality submission should be via Suffolk Sourcing [Suffolk Sourcing](#)

For further information, please refer to:

- Suffolk Safeguarding Partnership website www.suffolksp.org.uk
- Suffolk Local Offer website [Alternative provision - Suffolk SEND Local Offer \(suffolklocaloffer.org.uk\)](http://Alternative%20provision%20-%20Suffolk%20SEND%20Local%20Offer%20(suffolklocaloffer.org.uk))
- Suffolk Learning [Safeguarding – Suffolk Learning](#)

Provider information	
Name of provision	Click here to enter text.
Address of provision	Click here to enter text.
Type of provision – this is shared in our AP Directory (Please include a brief summary of offerings including profile of age range, gender, needs met and current fee structure if applicable)	Click here to enter text.
Part of a group? If yes, please name	Click here to enter text.
Main contact	Click here to enter text.
Position of contact	Click here to enter text.
Contact email	Click here to enter text.
Contact number	Click here to enter text.
URN if applicable	Click here to enter text.
Submission Completed By:	
Name	Click here to enter text.
Position in Organisation	Click here to enter text.
Date	Click here to enter text.
Contract Signatories (if submission accepted):	
Main signatory name	Click here to enter text.
Main signatory email address	Click here to enter text.

Witness name	Click here to enter text.
Witness email address	

Insurance Cover to meet CD1397 Alternative Education Rolling Select List terms and conditions	
Please provide insurance certificates for all of the below:	Copy Attached (✓)
Employers Liability - £5m	Click here to enter text.
Public Liability - £10m	Click here to enter text.
Professional Indemnity - £2m	Click here to enter text.

Incidents and Notifications	
Please complete:	
Number of Children/Young people absconding in the last 12 months	Click here to enter text.
Number of formal complaints in the last 12 months	Click here to enter text.
Number of incidents at Provider resulting in police involvement in the last 12 months	Click here to enter text.

PART A - Please include the following policies, procedures and information with your application

Electronic documents or links to documents online are preferred.

No.	Document Required		RAG (LA use only)
A1.	Safeguarding practice and procedures Safeguarding/Child protection policy. To include the following: • Reference to the most recent edition of Keeping Children Safe in Education • The role of the Designated Safeguarding Lead (DSL), including: ○ The identity of the DSL and deputies ○ Contact information for the DSL and deputies • Types of abuse, inclusive of: ○ Exploitation ○ CCE & CSE ○ Child-on-child • Awareness and subject specific training relating to: ○ Female Genital Mutilation (FGM) ○ Channel & Prevent Duties • Recent inclusions to KCSiE, such as: ○ Up-skirting ○ Mental Health • Clear processes for both staff and other parties about how to report a concern • Reference to online safety practice, if a separate policy • Reference to statement if procedures for dealing with allegations against staff, if a separate policy. Online safety policy (if not within safeguarding policy): • The online safety lead, including: ○ The role and responsibilities of the lead ○ The identity of the online safety lead ○ Contact information for the online safety lead • Management of online safety when access is part of provision	Please attach or link to policy in support of your response Click here to enter text. Click here to enter text.	Compulsory

	○ Additional consideration when remote sessions are undertaken • Ensuring ongoing awareness and pupil safety out of provision, in line with four areas of risk identified in KCSIE: ○ Content: being exposed to illegal, inappropriate, or harmful content ○ Contact: being subjected to harmful online interaction with other users (including cyberbullying) ○ Conduct: online behaviour that increases the likelihood of, or causes, harm ○ Commerce: risks such as online gambling, inappropriate advertising, phishing and financial scams Statement of procedures for dealing with allegations against staff (if not within safeguarding policy) • If upheld, referring to relevant Local Authority Designated Officers (LADO) • If advised by LADO, referring to DBS or Teachers services to indicate potential prohibition from teaching Missing Children policy (if not within safeguarding policy) • The safeguarding response to children who go missing from education (CME) • First day calling • 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)	Click here to enter text. Click here to enter text.	
A2.	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.	Please attach or link to policy in support of your response Click here to enter text.	Compulsory
A3.	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	Please attach or link to policy in support of your response	Compulsory

	activities or services. Evidence of assessments may be requested in monitoring visits/meetings. • 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	Click here to enter text.	
A4.	Disclosure and barring service Please provide an anonymous list of the DBS numbers and issue dates for all staff and volunteers where applicable working on the services contracted to Suffolk County Council.	Please provide your anonymous list here Click here to enter text.	Compulsory
A5.	Recruitment and selection policy – This policy should explain how staff, volunteers and service users are employed and trained. Please provide written confirmation that Safer Recruitment checks have been completed for all staff (this includes all agency staff) Please do not send a copy of your Single Central Record.	Please attach or link to policy in support of your response Click here to enter text.	Compulsory
A6.	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) Please complete the following online form Provider Services Data Processing Schedule via MS Form.	Please attach or link to policy in support of your response Click here to enter text.	Compulsory

	Please also provide: - the name and contact details of the Data Protection Officer - your ICO number, and - the number of data breaches reported to the ICO in the last 12 months.		
A7.	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 supervision arrangements and the need to maintain records of supervision. Please also provide us with a copy of your current staff training record. Evidence of staff training and supervision may be requested in monitoring visits/meetings.	Please attach or link to policy in support of your response Click here to enter text.	Compulsory
A8.	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.	Please attach or link to plan in support of your response Click here to enter text.	
A9.	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. Please provide a copy of your Environmental Policy and your environmental action plan / carbon reduction plan.	Please attach or link to policy in support of your response Click here to enter text.	

No.	PART B - Self-Assessment Questions	Please answer fully and attach or link to evidence in support of your response
B1.	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.
B2.	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.
B3.	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.
B4.	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.
B5.	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.
B6.	How are training needs assessed and acted upon to ensure the appropriate levels of training for all staff, volunteers and contractors is updated on a regular basis? Please provide your current staff training record which details current qualifications held and future training plans for your staff, to ensure that the minimum standards in the service specification are being met.	Click here to enter text.
B7.	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.
B8.	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.

B9.	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.
B10.	Do you have a Children Missing Policy and effective procedures in place should a child be missing from your service? What arrangement do you have in place to reduce the risk of :- - Child sexual exploitation - Radicalisation	Click here to enter text.
B11.	Are systems in place for children / young people to make a complaint or raise a concern or allegations about a member of staff? Are there appropriate systems in place to record these? Do CYP know to whom they can report any actual or suspected abuse or neglect?	Click here to enter text.
B12.	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.
B13.	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?	Click here to enter text.
B14.	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.
B15.	Are records including images relating to children / young people stored securely and safely? - How are digital records secured? e.g., are hard drives encrypted? - Are emails sent over secure routes?	Click here to enter text.
B16.	Are there whistle-blowing procedures in place, such that all staff, volunteers and contractors can raise issues of poor practice? 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?	Click here to enter text.
B17.	Do you use subcontractors or manage any other staff that you do not employ e.g. agency staff/volunteers?	Click here to enter text.

	• Do you have a discipline, complaints and grievances procedure for subcontractors? • What checks are in place for volunteers/mentor?	
B18.	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'?	Click here to enter text.
B19.	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? Have you been issued any enforcement or improvement notices issued within the last 3 years? Please provide details	Click here to enter text.
B20.	How do you ensure that any staff or organisation changes are shared promptly with the commissioner/ contract manager of the contract?	Click here to enter text.
B21.	How does the organisation ensure that they meet the requirements of the Equalities Act 2010 (Amended 2023)? - Please confirm that you will keep and maintain equality monitoring for all service users against all the protected characteristics. - Please confirm that you will arrange and fund as part of the contract price interpreters for children and young people if required.	Click here to enter text.
B22.	Have there been any convictions of breaching Environment Management legislation within the last 3 years? Please provide details	Click here to enter text.