**Local Authority Quality Assurance - ISP**

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| **NAME OF SCHOOL/PROVIDER** |  |
| **NAME OF ORGANISATION** |  |
| **NAME OF INSPECTOR/OFFICER** |  |
| **DATE OF INSPECTION** |  |

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| **HEALTH & SAFETY**  |
| Does your organisation comply with the Health and Safety at Work Act 1974 and subsequent regulations? | Yes/No |
| 1 | Have any Directors, Partners, Associates or management been found guilty in relation to any offences under the Health and Safety at Work Act 1974 or associated regulations or the defaulting of any prohibition or improvement notices in the past two years? | Yes/No |
| 2 | Have any prohibition notices or improvement notices been issued in the past two years? | Yes/No |
| 3 | If **YES,** please explain what measures have been put in place to address these issues: |
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| 4 | Does your organisation have a Health and Safety statement signed and dated by your Chairman, Chief Executive, Managing Director or Company Secretary and is this available if requested by the Council? This should have been reviewed and signed off within the last year.  | Yes/No |
| 5 | Does your organisation have an up-to-date Health and Safety Policy that meets current legislation, including procedures in place for the following areas and which will be made available to the Council on request? * Emergency situations
* The reporting and recording accidents and other incidents
* First aid and welfare provisions
* Provision of appropriate protective clothing
* Manual handling assessments and procedures
* The use and maintenance of appropriate equipment
* The control of substances hazardous to health (COSHH)
* The protection of staff and service users from violence
* Premise management (e.g. fire, maintenance issues)
* The communication of information and the provision of instruction and training to employees
* Access to competent health and safety and occupational health and safety provision and advice
* Health surveillance
* Risk Assessments
 | Yes/No |

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|  **EQUALITY AND DIVERSITY**  | **PASS / FAIL** |
| 1 | Does your organisation comply with the **Equalities Act 2010** in respect of service provision and employment? | Yes/No |
| 2 | a | In the last 2 years has any finding of unlawful discrimination been made against your organisation by a court or tribunal ? | Yes/No |
| b | If **YES** please explain what measures have been put in place to address these issues: |
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|  **REGISTRATION**  |  |
| 1 | Does your organisation meet the requirements for independent school registration with the Department for Education  |  |
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| 2 | If you answered ‘no’, please explain why your organisation does not meet the registration requirements. Please provide details in the box below.  |
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|  **SAFEGUARDING** |
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| 1 | We require robust and clear safeguarding policies and procedures which are appropriate to the services being delivered and in this case evidence of your organisation’s compliance with Local Safeguarding Children’ Board Safeguarding StandardsTo evaluate your safeguarding policy/procedure against the expected standards and consider how your policy is embedded within your organisation the following links will be useful:<http://www.partnersinsalford.org/sscb/> (or appropriate LA link) |
|  **OPTION a:****Your organisation has completed a full Section 11 audit, has been deemed as compliant and has received confirmation from the Safeguarding Children Board to confirm this** |
| Confirmation letter from Safeguarding Children Board | Yes/No |
| **OPTION b:****Your organisation has submitted a self assessment for a Section 11 audit, and is currently working towards compliance via an action plan agreed by the Safeguarding Children Board.**  |
| Letter/action plan from Safeguarding Children Board | Yes/No |
| Your organisation’s **Safeguarding Policy**  | Web link |
| Any **other documents** referred to in your Safeguarding Evidence Record Please note this list is for guidance only and is not exhaustive or prescriptive:* Recruitment and section policy
* Complaints procedure, whistle blowing policy
* Accident / incident reporting procedure
* Information sharing policy
* Bullying policy
* Equalities and diversity policy
* SEN Information Report
 | Web Links |

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| **GDPR**  |  |
| 1 | Please confirm the following controls are in place in respect of information security: |
|  | * Technical and organisational security measures
* Staff training
* Incident Management
* Incident Reporting
* Complaints handling
 | Yes/No |
| 2 | If the organisation does not have all the controls in place listed in question 1, please confirm when these controls will be in place and details | Yes/No |

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| **LOCAL OFFER and OUTCOMES** |
| 1 |  Please describe induction arrangements for pupils, including information on your organisations approach to developing individual learning plans (ILPs), learning outcomes and objectives in line with EHCPs |  |
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| H2 | What processes do you use to monitor pupil progress and achievement? You should include any QA of teaching and learning, and how pupil voice is recorded and monitored.  |  |
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| H3 | Please describe what systems and processes you use for measuring quality, performance and outcomes of the curriculum offer? |  |
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| H4 | Please detail requirements for attendance monitoring and reporting? |  |
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| H5 | Do you offer any additional support to help young people progress into positive destination following their placements? |  |
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