

---

# DIRECTORY OF THIRD PARTY PROVIDERS

---



**RÆDWALD**  
T · R · U · S · T

---

SEPTEMBER 2020

---

---

## **DIRECTORY OF THIRD PARTY PROVIDERS**

### **1. Introduction**

The Third Party Providers (TPP) in this directory have completed a self-assessment framework form and have been visited by the Raedwald Trust External Provision Lead. These providers have agreed to use the Quality Assurance (QA) Framework as outlined in this document.

Raedwald Trust Academies or other agencies who take up these services are responsible for ensuring that the programmes offered by TPPs meet the needs of their individual learners.

Below is a summary of the Quality Monitoring and Evaluation framework and the process used to quality assure Third Party Providers.

### **2. Quality Monitoring and Evaluation Framework**

Our framework is intended as a tool for monitoring consistency and quality in the leadership, management, the delivery of vocational options and alternative provision for Academy-age pupils, either onsite within the Raedwald Trust Academy environment or offsite at a Third Party Provider.

The framework provides criteria against which the various aspects of the programme can be assessed. The criteria applies to the host Academy and to TPP in equal measure, thereby acknowledging the importance of a partnership approach to pre-16 provision.

The Raedwald Trust priority for 2018-2019 continues to be to implement these procedures and increase curriculum flexibility.

### **3. Framework**

The framework covers the following nine themes.

1. Safeguarding
2. Health and Safety
3. Achievement and Standards
4. Teaching and Learning
5. Admissions, Guidance and Support
6. Learner Entitlement
7. Leadership and Management
8. Professional Development
9. Employer Engagement

This criteria has been identified as the key quality indicators for the various aspects and stages of additional education programmes. In addition to the criteria, a separate guidance document, with a checklist of key questions and sources of evidence for each theme, is provided to assist the monitoring and evaluation process.

---

## 4. The Quality Assurance Process

Once a Third Party Provider has completed the Quality Assurance (QA) Framework Self-Assessment Form or the QA Checklist they will be visited by the Raedwald Trust External Provision Lead who will work through the document with the provider collecting evidence and looking at working practices.

Once a provider fulfils the expectations of the Raedwald Trust and becomes a nominated Third Party Provider they will then be published on the Raedwald Trust Alternative Provision Directory.

### During the visit

The Third Party Providers will have to show evidence or undergo observations. This could include:

- Lesson observations
- Discussing assessment data
- Jointly visiting learning environments
- Discussions with teaching staff / tutors
- Sampling learners work
- The team ensure Disclosure and Barring Service checks are current
- At the end of the visit, views based on the evidence seen during the visit, are discussed with the provider.
- Discussions with the provider conclude and together the parties agree provisional strengths and areas for development in preparation for completion of the Quality Improvement Plan.

### After the visit

- Final notes of the visit are agreed jointly by the providers and Raedwald Trust members.
- Details, including dates and timelines of the Quality Improvement Plan are noted by Raedwald Trust, to be followed up at appropriate time in the future

## 5. Evidence

The providers should complete the documentation and provide a range of appropriately supportive evidence. Some of the evidence is compulsory and evidence will be collated and other evidence is envisaged as discussions with a range of key stakeholders at the time of the visit, including learners.

## 6. Categories of Third Party Provision

As a Trust we have identified four main categories of Third Party Provision that we use and we have categorised each provider. Within each category we have set a QA Framework which we require each provider to follow and submit to ensure that the TTP meets the standards required by the Trust.

### Category 1 - Offsite Third Party Provision where Student is unsupported by RT Staff

These are providers where young people attend either full day or half day placements and the student attends without support staff from the Raedwald Trust.

- 
- Only providers who have passed the Raedwald Trust Quality Assurance Process and have been entered into the Raedwald Trust Directory of Approved Third Party Providers can be used by the Raedwald Trust Academies.
  - Each RT Academy must have a Service Level Agreement with such TTP's.
  - Each RT Academy must have Risk Assessments for YP attending TTP's and a RA for students attending these sessions which is shared with the TTP.
  - A dedicated member of staff from the RT Academy referral Academy should visit students on such placements during each half term to observe teaching standards and child welfare and safety.
  - Academies should follow RT guidance on gaining feedback on sessions and reviewing TTP.

#### Category 2 a) - Onsite Third Party Providers: Supported by RT Staff

These are providers where young people access Third Party Provision on site at one of the Raedwald Trust Academies but are supported by RT Staff.

- TTP needs to have completed the Quality Assurance checklist on a yearly basis and a register of this to be kept centrally at each Academy with supporting documentation.
- It will also be the responsibility of the Raedwald Trust Academy to ensure staff from the TTP's accessing our sites are on the Academies Single Central Register.
- The TTP for these sessions will be responsible for risk assessments of their own activities but safeguarding and welfare of students will remain the RT Academy responsibility.
- Each RT Academy must have Risk Assessments for YP attending TTP sessions which is shared with the TTP if deemed appropriate.
- The TTP for these sessions will be responsible for risk assessments of their own activities which must be held at the RT Academy but safeguarding and welfare of students will remain the RT staff responsibility as the provision is on a RT Academy's site.
- Academies should follow RT guidance on gaining feedback on sessions and reviewing TTP.

#### Category 2 b) - Onsite Third Party Providers: Unsupported by RT Staff

These are providers where young people access Third Party Provision on site at one of the Raedwald Trust Academies but are unsupported by RT Staff.

- TTP needs to have completed the Quality Assurance checklist on a yearly basis and a register of this to be kept centrally at each Academy with supporting documentation.
- It will also be the responsibility of the Raedwald Trust Academy to ensure staff from the TTP's accessing our sites are on the Academies Single Central Register.
- The TTP for these sessions will be responsible for risk assessments of their own activities but safeguarding and welfare of students will remain the RT Academy responsibility.
- Each RT Academy must have Risk Assessments (RA) for YP attending TTP sessions which is shared with the TTP if deemed appropriate.

- The TPP for these sessions will be responsible for risk assessments of their own activities which must be held at the RT Academy but safeguarding and welfare of students will remain the RT staff responsibility as the provision is on a RT Academy's site.
- Academies should follow RT guidance on gaining feedback on sessions and reviewing TPP.

### Category 3 - Offsite Third Party Providers

These are providers where young people access Third Party Provision offsite, however, supported by Raedwald Trust staff.

- TTP needs to have completed the Quality Assurance checklist on a yearly basis and a register of this to be kept centrally at each Academy with supporting documentation..
- It will also be the responsibility of the Raedwald Trust Academy to ensure staff from the TTP's accessing our sites are on the Academies Single Central Register.
- Each RT Academy must have Risk Assessments (RA) for YP attending TTP sessions which is shared with the TTP if deemed appropriate.
- The TPP for these sessions will be responsible for risk assessments of their own activities which must be held at the RT Academy but safeguarding and welfare of students will remain the RT staff responsibility as the provision is on a RT Academy's site.
- Academies should follow RT guidance on gaining feedback on sessions and reviewing TPP. \_

### Category 4 - One off Third Party Providers

For one off Third Party Provision such as a guest speaker, travelling zoo, employer visit etc.

- The Raedwald Trust Academy must follow the set procedures for a visitor to the Academy i.e. sign into the visitors book, wear visitors badge, and made aware of who the safeguarding leads are should they have any concerns whilst onsite.
- The Academy should also ensure that these visitors do not have access to any personal student information and cannot be allowed to be on their own with students at any point.
- It is the RT Academy's responsibility to ensure staffing levels are sufficient to cover all eventualities so students always have a member of staff supporting them. If this is not possible then these sessions should not go ahead.
- Each RT Academy must have Risk Assessments (RA) for YP attending TTP sessions which is shared with the TTP if deemed appropriate.
- The TPP for these sessions will be responsible for risk assessments of their own activities which must be held at the RT Academy but safeguarding and welfare of students will remain the RT staff responsibility as the provision is on a RT Academy's site.
- RT Academy's should follow RT guidance on gaining feedback on sessions and reviewing TPP.
- It will also be the responsibility of the Raedwald Trust Academy to ensure staff from the TTP's accessing our sites are on the Academies Single Central Register if deemed necessary.

<b>Name of Provider</b>	<b>Brainy Dogs Project (part of Headway Suffolk)</b>
<b>AP Status</b>	
<p>Brainy Dogs is a therapeutic provider offering the Raedwald Trust the opportunity to work with Dogs to help students to learn essential life skills such as patience, turn taking and many other skills, whilst providing young people the opportunity to work with animals.</p> <p>Brainy Dogs trains rescue dogs to become companion dogs to people with a brain injury or neurological condition.</p> <p>This is normally accessed as an onsite Third Party Provider supported by Raedwald Trust staff.</p>	
<b>Contact Details</b>	
<b>Name</b>	Sophie Wellum-Mayes
<b>Title</b>	Project Co-ordinator
<b>Address</b>	Epsilon House, West Road, Ransomes Europark IP3 9FJ
<b>Phone</b>	01473 712225
<b>Email</b>	<a href="mailto:brainydogs@hotmail.co.uk">brainydogs@hotmail.co.uk</a>
<b>Age Range of Learners</b>	Brainy Dogs are interested in working with learners of all ages
<b>Capacity</b>	Group work activities of up to 6 students
<b>Full time / part time – days offered / start &amp; end times</b>	Hourly sessions at £25 per hour
<b>Target Groups</b>	KS1, KS2, KS3, KS4, KS5, EAL, SEN, NEET, LAC, Other
<b>Brief Description of Curriculum Offered</b>	
<p>This is a therapeutic session offering students skills in dog training, pet management, following instructions, behaviour management and designed to increase attainment.</p>	
<b>Subject Qualifications</b>	N/A
<b>Current Schools / LAs worked with</b>	Raedwald Trust, Warren Hill Prison
<b>Expected Outcomes for Learners</b>	Increased attainment and attendance
<b>Description of Pastoral Support on Offer</b>	N/A
<b>Referral Process</b>	Academies wishing to work with Brainy Dogs will need to make contact with Sophie Wellum-Mayes to discuss this offer.

<b>Name of Provider</b>	<b>Brickmakers Wood (Part of the Eden Rose Coppice Trust)</b>
<b>AP Status</b>	
Brickmakers Wood is part of the Eden-Rose Coppice Trust Woodland Network, who transform urban environmental areas into beautiful, natural high biodiversity woodland settings for people living with a terminal illness. Brickmakers Wood provides mentoring, training and team building experiences for vulnerable members of the community.	
Brickmakers Wood provides work experience, volunteering and training in horticulture and woodland skills.	
<b>Contact Details</b>	
<b>Name</b>	Jo Brooks
<b>Title</b>	Charity Manager
<b>Address</b>	49 Blackfriars, Sudbury, Suffolk CO10 2AQ
<b>Phone</b>	0800 7723755 Mobile: 07896844814
<b>Email</b>	<a href="mailto:jo@withnature.org">jo@withnature.org</a>
<b>Age Range of Learners</b>	Brickmakers Wood work with children of all ages from Nursery up to Key stage 4 and also with adults.
<b>Capacity</b>	In groups of 6 students for half or full days. Can accommodate large numbers of students for 1 day school experiences.
<b>Full time / part time – days offered / start &amp; end times</b>	PT placements normally for half or full days or 1 off school activity days
<b>Target Groups</b>	KS1, KS2, KS3, KS4, KS5, EAL, SEN, NEET, LAC, Other
<b>Brief Description of Curriculum Offered</b>	
Current activities include: Woodland Habitat management, Outdoor Cookery, Wildlife and Habitat, Conservation, Fire Lighting, Flora and Forna, Woodland Arts and Crafts.	
<b>Subject Qualifications</b>	Non qualification based but Brickmakers Wood are looking at developing qualifications in the future.
<b>Current Schools / LAs worked with</b>	Raedwald Trust
<b>Expected Outcomes for Learners</b>	Brickmakers Wood will help students to develop practical skills in woodland management and develop life skills and employability skills for the future. The project also develops young people's confidence and self-esteem.
<b>Description of Pastoral Support on Offer</b>	Brickmakers Wood work in correlation with the referral school to support any students pastorally passing on any information which can be used to support students to flourish.
<b>Referral Process</b>	To work with Brickmakers Wood contact Jo Brooks who will support you through the referral process.

<b>Name of Provider</b>	<b>Deben Community Care Farm</b>
<b>AP Status</b>	
The Deben Community Farm brings together farming, care and community into one exciting concept; a place where children and adults are welcomed into a caring and nurturing environment that builds self-esteem, confidence and respect and provides opportunities to learn new skills and be valued as individuals.	
<b>Contact Details</b>	
<b>Name</b>	Heather Heelis
<b>Title</b>	Manager
<b>Address</b>	The farm is located near the bottom of Saddlemakers Lane Melton IP12 1PP
<b>Phone</b>	07732681125
<b>Email</b>	<a href="mailto:heather@heelis.eu">heather@heelis.eu</a>
<b>Age Range of Learners</b>	KS1 – KS4
<b>Capacity</b>	1:1, small group or whole school visits.
<b>Full time / part time – days offered / start &amp; end times</b>	Part time
<b>Target Groups</b>	KS1, KS2, KS3, KS4, KS5, EAL, SEN, NEET, LAC
<b>Brief Description of Curriculum Offered</b>	
The Deben Community Farm is a farm for everyone to experience the different elements of the project - animals, growing plants and vegetables, and the exploration of nature. It is a place where farming and people come together and where creativity and imagination are nurtured.	
<b>Subject Qualifications</b>	N/A
<b>Current Schools / LAs worked with</b>	Raedwald Trust
<b>Expected Outcomes for Learners</b>	Increased attainment and attendance
<b>Description of Pastoral Support on Offer</b>	Deben Community Care Farm works in partnership with the referrer to support students' needs.
<b>Referral Process</b>	Referrals must be made through Heather Heelis who will have an agreed set of procedures for referring students.



<b>Name of Provider</b>	<b>Eastern Region Training</b>
<b>AP Status</b>	
Alternative Provider and Further Education Provider	
<b>Contact Details</b>	
<b>Name</b>	Chloe Smith
<b>Title</b>	Vocational Skills Delivery Manager
<b>Address</b>	6 Lower Street, Baylham IP6 8JP
<b>Phone</b>	01473 744412 Mobile: 07881342576
<b>Email</b>	<a href="mailto:chloe@easternregiontraining.co.uk">chloe@easternregiontraining.co.uk</a>
<b>Age Range of Learners</b>	14-24 years
<b>Capacity</b>	Can facilitate up to 15 students per day.
<b>Full time / part time – days offered / start &amp; end times</b>	Can facilitate FT and PT places. Times can be from 9am –4pm.
<b>Target Groups</b>	KS3, KS4, KS5, EAL, SEN, NEET, LAC
<b>Brief Description of Curriculum Offered</b>	
<p>Eastern Region Training specialise in delivering industry recognised and sector specific training in construction (plumbing, carpentry, brick-laying) and warehousing skills.</p> <p>Costs are £75 per student for a full day.</p>	
<b>Subject Qualifications</b>	Eastern Region Training offer a range of qualifications with different awarding bodies from Entry Level 3 up to Level 2 in construction, warehousing and employability skills.
<b>Current Schools / LAs worked with</b>	Chantry High School, Apprenticeships with many Industry Companies in construction.
<b>Expected Outcomes for Learners</b>	Learners are expected to complete specified qualifications in construction and warehousing.
<b>Description of Pastoral Support on Offer</b>	Eastern Region Training works in partnership with the referral academy to support students if they need extra support and guidance. Most staff at ERT are level 2 CACHE IAG trained and have xperience with juggling student’s school and home life.
<b>Referral Process</b>	Referral Process to be completed through Chloe Smith via attached form.

<b>Name of Provider</b>	<b>Green Light Trust</b>
<b>AP Status</b>	
Approved by Suffolk County Council	
<b>Contact Details</b>	
<b>Name</b>	Jack Pynn
<b>Title</b>	
<b>Address</b>	The Foundry, Bury Rd, Lawshall IP29 4PJ
<b>Phone</b>	01284 830829 mobile: 07716 952471
<b>Email</b>	jack@greenlighttrust.org
<b>Age Range of Learners</b>	All ages
<b>Capacity</b>	Maximum of 6 students per group
<b>Full time / part time – days offered / start &amp; end times</b>	<p>Full time – 10am-2pm</p> <p>Price 6 sessions with up to 6 students including lunch:  £1910.04 (2018 price)  £1972.78 (2019 price)</p> <p>Part time – 9.30am-11.30am / 12.30pm-4pm</p> <p>Price of 6 sessions with up to 6 students in each group and 2 groups in a day, including breakfast for group 1 and lunch for group 2:  £2521.29 (2018 price)  £2601.43 (2019 price)</p>
<b>Target Groups</b>	KS1, KS2, KS3, KS4, KS5
<b>Brief Description of Curriculum Offered</b>	
Working in a 24 acre woodland in Martlesham, we give students the opportunity to learn about nature and the environment through a wide range of conservation, bushcraft and woodland activities. Through engaging with Green Light Trust participants will try out a host of new practical tasks using a wide range of tools as well as increasing their knowledge of wildlife and nature.	
<b>Subject Qualifications</b>	<p>Conservation, woodland management, bushcraft, green woodwork, wildlife identification.</p> <p>Where appropriate the following awards/qualifications can be worked towards:  John Muir Discovery and Explorer Awards  ABC in Practical Environmental and Conservation Skills – Levels E3, L1</p>
<b>Current Schools / LAs worked with</b>	Raedwald Trust, Olive Academy, Albany PRU, Debenham High School, County Upper High School
<b>Expected Outcomes for Learners</b>	<p>Participants learn a wide range of new practical skills.</p> <p>Improve self esteem and confidence.</p> <p>Access to a unique setting for reflection and socialisation.</p> <p>Improved teamwork, communication and risk management skills.</p> <p>Raised aspirations.</p> <p>Improved employability.</p> <p>An opportunity to achieve a relevant and recognised environmental qualification.</p>
<b>Description of Pastoral Support on Offer</b>	Informal mentoring

<b>Name of Provider</b>	<b>Positive Futures (part of Catch 22)</b>
<b>AP Status</b>	
Suffolk Positive Futures aims to transform young people's lives and make a significant impact on reducing crime and youth violence in local communities, while promoting positive emotional wellbeing.	
<b>Contact Details</b>	
<b>Name</b>	Paul Knight
<b>Title</b>	Manager
<b>Address</b>	The info Bar, Constantine House, Ipswich IP1 2DH
<b>Phone</b>	07717290545
<b>Email</b>	<a href="mailto:paul.knight@suffolk.gov.uk">paul.knight@suffolk.gov.uk</a>
<b>Age Range of Learners</b>	KS2 – KS4
<b>Capacity</b>	Can accommodate groups up to 20 young people
<b>Full time / part time – days offered / start &amp; end times</b>	Part time
<b>Target Groups</b>	KS2, KS3, KS4, KS5, EAL, SEN, NEET, LAC
<b>Brief Description of Curriculum Offered</b>	
Mixed sporting opportunities for young people.	
<b>Subject Qualifications</b>	Can offer sports Leader qualifications.
<b>Current Schools / LAs worked with</b>	Raedwald Trust
<b>Expected Outcomes for Learners</b>	Increased attainment, self-confidence and self esteem.
<b>Description of Pastoral Support on Offer</b>	Mentoring and close contact with referral school.
<b>Referral Process</b>	Please contact Paul Knight for referrals to this project.

<b>Name of Provider</b>	<b>Push Forward</b>
<b>AP Status</b>	
Pushforward is an education and youth work provision who work with young people who are hard to reach and engage. They work with young people to develop confidence in learning.	
<b>Contact Details</b>	
<b>Name</b>	Leon Edwards
<b>Title</b>	Director
<b>Address</b>	The Old Chemist Shop, 97 ForeStreet, Ipswich IP4 1JZ
<b>Phone</b>	07468 488507
<b>Email</b>	<a href="mailto:leon@pushforward.org.uk">leon@pushforward.org.uk</a>
<b>Age Range of Learners</b>	KS3 – KS4
<b>Capacity</b>	Up to 6 students per day
<b>Full time / part time – days offered / start &amp; end times</b>	Part time
<b>Target Groups</b>	KS3, KS4
<b>Brief Description of Curriculum Offered</b>	
PushForward work with hard to reach young people to reengage in learning through activities and workshops based around interest.	
<b>Subject Qualifications</b>	N/A
<b>Current Schools / LAs worked with</b>	Raedwald Trust
<b>Expected Outcomes for Learners</b>	To reengage in learning
<b>Description of Pastoral Support on Offer</b>	Pushforward work closely with referral academy to provide support as required.
<b>Referral Process</b>	All referrals to be made through Leon Edwards.

<b>Name of Provider</b>	<b>Suffolk Music Therapy Services</b>
<b>AP Status</b>	
<p>Suffolk Music Therapy Services is able to work in any school or service for children and young people in East London and East Anglia. We also provide Music Therapy for individual referrals. Our therapists are trained and skilled to work with babies, toddlers, children and young people. All of our therapists have DBS clearance, insurances and safeguarding training. Our therapists work to the highest clinical and ethical standards and receive regular training to maintain and develop their skills further. Music therapy is a well-established intervention for children and is being used increasingly in mainstream and special education across the country.</p>	
<b>Contact Details</b>	
<b>Name</b>	Ray Travasso
<b>Title</b>	Director and Music Therapy Manager
<b>Address</b>	Bristol House, 62 Bristol Rd, Ipswich IP4 4LP
<b>Phone</b>	07730136604
<b>Email</b>	ray@suffolkmusictherapyservices.co.uk
<b>Age Range of Learners</b>	All ages
<b>Capacity</b>	1:1 up to large groups
<b>Full time / part time – days offered / start &amp; end times</b>	Hourly rates
<b>Target Groups</b>	KS1, KS2, KS3, KS4, KS5, EAL, SEN, NEET, LAC, Other
<b>Brief Description of Curriculum Offered</b>	
Music therapy sessions	
<b>Subject Qualifications</b>	N/A
<b>Current Schools / LAs worked with</b>	Ipswich and Essex NHS Trust, Raedwald Trust
<b>Expected Outcomes for Learners</b>	To develop confidence and increase mental well being
<b>Description of Pastoral Support on Offer</b>	
<b>Referral Process</b>	Please contact Ray Travasso for details of availability and costings of sessions

<b>Name of Provider</b>	<b>Suffolk Wildlife Trust</b>
<b>AP Status</b>	
Suffolk Wildlife Trust has a network of education centres at some of the county's best wildlife sites..	
<b>Contact Details</b>	
<b>Name</b>	Bev Rogers
<b>Title</b>	Learning Development Officer
<b>Address</b>	Suffolk Wildlife Trust, Brooke House, Ashbocking, Ipswich IP6 9JY
<b>Phone</b>	01473 890089 Mobile: 07557 494744
<b>Email</b>	<a href="mailto:bev.rogers@suffolkwildlifetrust.org">bev.rogers@suffolkwildlifetrust.org</a>
<b>Age Range of Learners</b>	Early years up to KS4
<b>Capacity</b>	1:1, small group, or large group activities
<b>Full time / part time – days offered / start &amp; end times</b>	Part time
<b>Target Groups</b>	KS1, KS2, KS3, KS4, EAL, SEN, LAC, Other
<b>Brief Description of Curriculum Offered</b>	
<p>Forest School uses the natural resources in the woodland and the children's interests to stimulate imaginative, creative and investigative activities; Children can saw wood, whittle sticks, help to light fires, leap into puddles, climb trees and build shelters.</p> <p>The child led and child centred activities help children to take risks safely, take care of themselves and others and take responsibility. It has structure but at the same time leaves lots of room for personalised learning opportunities – children are allowed time and space to explore their own interests e.g. studying a bug, searching for badgers, filming with a stick.</p>	
<b>Subject Qualifications</b>	Qualifications can be tailored to long term activities but dependent on age.
<b>Current Schools / LAs worked with</b>	Working with many different primary schools across Suffolk.
<b>Expected Outcomes for Learners</b>	Forest School uses the natural resources in the woodland and the children's interests to stimulate imaginative, creative and investigative activities; Children can saw wood, whittle sticks, help to light fires, leap into puddles, climb trees and build shelters.
<b>Description of Pastoral Support on Offer</b>	N/A
<b>Referral Process</b>	All referrals to be made through Bev Rogers.