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# DIRECTORY OF THIRD PARTY PROVIDERS

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## **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 2023-2024 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 checklist of key questions and sources of evidence for each theme, is provided to assist the monitoring and evaluation process.

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## 4. The Quality Assurance Process

Once a Third Party Provider has completed the QA Checklist they will be visited by the Central Team 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.

## 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>Deben Community 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>	Heidi Dalby
<b>Title</b>	Director
<b>Address</b>	Saddlemakers Lane Melton IP12 1PP
<b>Phone</b>	07732681125
<b>Email</b>	<a href="mailto:heidi.dalby@baswindependent.co.uk">heidi.dalby@baswindependent.co.uk</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 Farm works in partnership with the referrer to support students' needs.
<b>Referral Process</b>	Raedwald Trust Head Teacher will submit project proposal to Raedwald CEO. Referrals must be made through Heidi Dalby who will have an agreed set of procedures for referring students.

<b>Name of Provider</b>	<b>Innov8 Workshops CIO</b>
<b>AP Status</b>	
Wellbeing and vocational provision	
<b>Contact Details</b>	
<b>Name</b>	Daniela Symons
<b>Title</b>	Operations Director and DSL
<b>Address</b>	INTEG House, Woodlands Business Park, Rougham Industrial Estate, Rougham, Bury St Edmunds, Suffolk, IP30 9ND
<b>Phone</b>	01284 652676 mobile 07442 860088
<b>Email</b>	daniela@innov8workshops.com
<b>Age Range of Learners</b>	11-18 years
<b>Capacity</b>	1:1, max 7 on site at a time plus off site horticulture
<b>Full time / part time – days offered / start &amp; end times</b>	Part time Refer to Innov8 for timetable
<b>Target Groups</b>	KS3, KS4, KS5, SEMH, (Social, Emotional and Mental Health) EBSA (Emotional Based School Avoidance), SEN (Special Educational Needs), NEET (not in employment, education or training), LAC (looked after child)
<b>Brief Description of Curriculum Offered</b>	
Vocational courses; cooking, woodworking, music, art, bicycle mechanics, horticulture or hair & Beauty combined with one-to-one mentoring and the Theory of Self Determination and Motivation Costs are £60 per student per hour, each session is usually 1.5 hours long	
<b>Subject Qualifications</b>	Vocational courses
<b>Current Schools / LAs worked with</b>	Approved Suffolk County Council supplier
<b>Expected Outcomes for Learners</b>	Discovery of an enjoyable vocation Development of competency in that vocation Improved connectedness with parents and carers Increased confidence with knowledge Taste of achievement & success Improved wellbeing
<b>Description of Pastoral Support on Offer</b>	Theory of Self Determination and Motivation. Innov8 works in partnership with the referral academy to support students if they need extra support and guidance.
<b>Referral Process</b>	Raedwald Trust Head Teacher will submit project proposal to Raedwald CEO. Once approved Head Teacher to make referral through Daniela, who will have an agreed set procedure for referring students