



Directory of Third Party Providers



Policy Details

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1. Introduction

The Third Party Providers (TPP) in this directory have completed a self-assessment framework form. 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 2024-2025 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.

4. The Quality Assurance Process

Once a Third Party Provider has completed the QA Checklist and fulfils the expectations of the Raedwald Trust they will become a nominated Third Party Provider and will then be published on the Raedwald Trust Alternative Provision Directory.

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 TPP 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 TPP.

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 TPP 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 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 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 TPP 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.

Appendix 1: Third Party Providers

Name of Provider	Deben Community Farm
AP Status	
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.	
Contact Details	
Name	Heidi Dalby
Title	Director
Address	Saddlemakers Lane Melton IP12 1PP
Phone	07732681125
Email	heidi.dalby@baswindependent.co.uk
Age Range of Learners	KS1 – KS4
Capacity	1:1, small group or whole school visits.
Full time / part time – days offered / start & end times	Part time
Target Groups	KS1, KS2, KS3, KS4, KS5, EAL, SEN, NEET, LAC
Brief Description of Curriculum Offered	
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.	
Subject Qualifications	N/A
Current Schools / LAs worked with	Raedwald Trust
Expected Outcomes for Learners	Increased attainment and attendance
Description of Pastoral Support on Offer	Deben Community Farm works in partnership with the referrer to support students' needs.
Referral Process	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.

Name of Provider	Pathways Skills Academy
AP Status	
Further Education Provider	
Contact Details	
Name	Kate Rupp
Title	Schools and apprenticeship Lead
Address	Unit 6 Lower Street, Baylham IP6 8JP
Phone	01473 830255
Email	Kate@pathwaysskillsacademy.co.uk
Age Range of Learners	13-24 years old
Capacity	Group of 10-12 learners
Full time / part time – days offered / start & end times	Can facilitate FT and PT places. Times can be from 9am – 3.30pm.
Target Groups	KS3, KS4, KS5, EAL, SEN, NEET, LAC
Brief Description of Curriculum Offered	
Pathways Skills Academy specialise in delivering industry recognised and sector specific training in construction (plumbing, carpentry, brick-laying) year group 10-11 and Hair and Beauty including hairdressing Entry Award Qualification in the introduction to Hair and Beauty	
Subject Qualifications	Pathways Skills Academy offer a range of qualifications with different awarding bodies BTEC and NOCN i.e from BTEC entry level 1 to level 3, in the construction industry. Entry Award Qualification in the introduction to Hair and Beauty
Current Schools / LAs worked with	Chantry High School, Apprenticeships with many Industry companies in construction.
Expected Outcomes for Learners	Learners are expected to complete specified qualifications in construction and warehousing.
Description of Pastoral Support on Offer	Pathways Skills Academy (PSA) works in partnership with the referral academy to support students if they need extra support and guidance. Most staff at PSA are level 2 CACHE IAG trained and have experience with juggling student's school and home life.
Referral Process	Raedwald Trust Head Teacher will submit project proposal to Raedwald CEO. Referrals must be made through Kate Rupp who will have an agreed set of procedures for referring students.