



Coventry Alternative Provision

Quality Statement

Review Date: August 2025
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Operations Lead

Coventry Alternative Provision have established a robust and rigorous Quality Assurance process to ensure high standards of service delivery, safeguarding and education. This document outlines these processes.

Procurement and commissioning

- Training providers must tender via Coventry City Councils Commissioning and Procurement service, prior to being considered as an approved organisation. This is a rigorous process which requires training providers to evidence their suitability to offer high quality Alternative Provision through this framework.
- CAP provides access to a large number of approved AP Training Providers.

Quality Review Process/ Key Performance Indicators

- Coventry Alternative Provision monitors Quality Assurance annually as an 8-stage process with each Training Provider. This includes pre- and post-delivery checks for the academic year, together with a further quality checks, one each half term.
- The review process for Quality Assurance is reviewed and improved by CAP annually, in line with OFSTED, KCSIE and GEMS.
- Performance is checked and measured against Key Performance indicators throughout the Quality Review Process and through regular CAP site visits.
- The CAP Monitoring Officers attend training providers to offer support and address any areas of concern for attendance and/or behaviour.
- The CAP Quality Monitoring Officer completes the Quality assurance checks with the Approved Training Providers.
- The CAP Operations Lead completes ad hoc visits to delivery centers to ensure compliance to standards.
- CAP respond promptly to any concerns regarding Quality Assurance.
- School, parent, staff and student surveys are used to gain feedback throughout the academic year.

Keeping Children Safe in Education

- During Pre-delivery Quality Reviews all training providers must show evidence that their staff are familiar with KCSIE (latest legislation).
- There are robust procedures in place to safeguard children in line with KCSIE. Training Providers are assessed during quality reviews, requiring to provide evidence, they are adhering to the latest KCSIE guidance, including safer recruitment.
- Training providers are requested to show evidence of SCR.
- CAP have a Safeguarding and Child Protection Policy in place which has been approved by Coventry City Councils Safeguarding Advisor. This policy can be adapted by all CAP Training Providers. If Training Providers have their own policy, they must ensure that this adheres to KCSIE and that it complements CAP practices.
- Evidence is requested for staff training relating to Child Protection/Safeguarding and DSL training from Training Providers.

Policies and Procedures

- CAP revise terms and conditions annually and make these available in September.
- CAP have a number of policies and procedures, each are reviewed and updated annually, and made available to Training Providers – These include:
 - Safeguarding
 - Attendance
 - Behaviour

- All CAP policies are inclusive in practice.
- CAP request and review the following policies from Training providers during quality checks:
 - Safeguarding, Including safer Recruitment
 - Lone working
 - ICT - reflecting the use of smart watches
 - Health and Safety
 - Equality and Diversity
 - Whistleblowing
 - Complaints

Systems and Training/Meetings

- CAP provides a secure file transferring system in line with GDPR (Datalocker).
- Once training providers are awarded a contract, they will receive a training session for staff to gain a deeper understanding of the framework, expectations, and Key Performance Indicators.
- CAP offer internal training sessions to the collaboration where there is demand.
- CAP hosts Training Provider and School Coordinator meetings/development sessions each term to provide updates, guidance and support. This gives the opportunity for staff within the collaboration to raise any concerns and gain a deeper understanding of the CAP practices.
- CAP provides access to a Collaborative Learning Manager (CLM), which shares data relating to attendance and progress, this enables daily monitoring across the collaboration. (School, training provider and CAP)
- CAP provide access to CPOMs for Training Providers to record safeguarding and behavioural incidents across the collaboration.
- Training Providers and CAP representatives will attend multi-agency meetings when requested or informed by schools.
- CAP facilitates the coordination of network meetings and staff development opportunities.

OFSTED

- CAP offer advice and guidance on how to meet OFSTED requirements when accessing Alternative Provision.
- CAP supports schools to prepare and produce evidence for OFSTED inspections relating to Alternative Provision.
- CAP ensures all Training Providers have a Single Central Record (SCR) in place and that all staff have Enhanced DBS Checks. CAP requires these to be renewed every 3 years.
- Confirmation is received half-termly that all staff DBS details are accurate. Training Providers are required to inform CAP immediately of any staff changes.
- Each half-term Training Providers are required to submit an OFSTED Review, this requests:
 - Confirmation that all training providers are adhering to KCSIE,
 - DBS data confirmation
 - Training providers are not practicing outside of the CAP guidance.
- CAP collates Risk Assessments and Insurance details from all training providers and shares with relevant schools to support OFSTED inspections.
- Levels of cover required for insurance are:
 - Public Liability- £10 m
 - Employers Liability- £10 m
 - Professional Indemnity- £2 m
- CAP shares an OFSTED guide which has been created to support schools when preparing for OFSTED Inspections. This is reviewed annually.

- Commissioning Agreements are used for every application; this requires schools to evidence why the placement is being commissioned and the suitability of the placement. This provides evidence for inspections.
- Commitment Agreements are used by training providers to confirm they understand the students' needs and can meet these. This agreement will confirm start dates and allocated training days. This provides evidence for inspections.
- If training providers are registered as an independent school with the DfE, the URN will be found within their quality files shared with the schools.
- CAP ensures no approved training providers are acting as a main education provider. We do this by requesting accurate details from schools upon the point of the CAP referral, regarding which establishment is the main education provider.
- CAP training providers confirm that they are working within this guidance* each half-term.
- CAP advises schools that they must be responsible for providing the majority of a student's education across each academic year unless accessing a registered provider.
- Schools are supported through CAP to ensure their students access the right support, at the right time, in the right place.
- The CAP referral process requires all schools to include a detailed pupil profile prior to the commencement of provision.
- CAP ensures there is adequate access to all resources for students who access Training Providers through Quality Assurance Checks.
- At the point of referral, if the training provider is unable to meet student needs, CAP will look at a more suitable provision.
- All training providers are required to provide updates on progress each half term via the CLM system.
- Training providers produce Risk Assessments and share these with CAP for site and activities. These are provided to schools commissioning student placements.
- All training providers are required to complete a full student induction with all students. This is in line with the CAP contract and must include the following topics as a minimum:
 - Health and safety,
 - Safeguarding,
 - E-Safeguarding,
 - Rights & responsibilities,
 - Initial assessments,
 - Available support,
 - CAP code of conduct and
 - Provider expectations.

Please refer to

- **CAP Quality Process Flowchart**
- **CAP Support and Guidance Document**

to support this document.