



Provider Name:							Date:	
Skills South Tyneside Quality Representative					Provider Quality Representative			
Theme	Quality Indicator	Documentation/ Evidence	Provider to Complete			Skills South Tyneside to Complete		
			Submitted to ESO?	Uploaded for S&P review?	Provider Comments	Reviewed?	Grade	Skills South Tyneside Comments
Culture of Safeguarding	Evidence that the provider has a positive and robust culture of safeguarding and prevent which is embedded within everyone's daily practice.	EV.1 Completed Safeguarding Self-Assessment EV.2 Up to date Prevent Self-Assessment EV.3 Evidence of Skill South Tyneside Posters displayed/provided and referenced in delivery						
	Evidence learners are protected and feel safe and they know how to complain and understand the process for doing so.	EV.4 Designated Safeguarding Lead Declaration EV.5 Evidence of WRAP training					1	
	Evidence that tutors and trainers are aware of the welfare and safety needs of learners in their groups who are young people in care, care leavers, young carers, learners with learning difficulties and/or disabilities and vulnerable adults.	EV.6 Evidence that Learner Handbook is made available to all learners EV.7 Prevent Risk Assessment EV.8 Prevent Action Plan					2	
	Evidence that staff responsibilities, authorities and accountabilities regarding Safeguarding and Prevent are clearly understood by all staff on Skills South Tyneside contract.	EV.9 Statistics of Safeguarding/Prevent reporting data EV.10 Evidence of the promotion of online safety EV.11 Evidence of Staff induction and training - provider ensures that training in Prevent, safeguarding and protection of learners is embedded in its induction and development programmes for staff, including all support staff, and training for volunteers. Staff training is updated every three years.					3	
	Evidence of risk assessments, policies and procedures being implemented well and how well they are being used. If there are people who aren't, how are they dealing with that.							



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Policies and procedures	Evidence that policies and procedures are in place and supported by leaderships and management and understood by the team. Evidence that policies and procedures are reviewed on an annual basis and reflect any changes in delivery to online/ blended learning and changes in legislation.	Must include: EV.12 Safeguarding children and vulnerable adults' policy EV.13 External Speakers policy EV.14 Safeguarding referral procedure EV.15 Prevent referral procedure EV.16 Whistleblowing policy EV.17 Bullying and Harassment policy - clear policies on bullying and discrimination, ensuring that action is taken to combat such behaviour, and providing support for victims. EV.18 Online safety and acceptable use of ICT policies for staff and learners					1	
							2	
							3	
Safeguarding and Prevent Leads	Evidence that Safeguarding and Prevent Lead duties have been assigned to suitable trained staff members. Evidence that all staff understand who leads on Safeguarding and Prevent. Evidence that the provider is aware of local factors, such as communities practising forced marriage, female genital mutilation, or where gangs are active and County Lines/ Cuckooing are a risk, and is in touch with local organisations which can help them to support children and vulnerable adults affected by these issues.	EV.19 Designated Safeguarding/ Prevent Lead form EV.20 CPD record for Designated Safeguarding/ Prevent Lead EV.21 Designated Safeguarding/ Prevent Lead identified in staff and learner induction EV.22 Evidence of Safeguarding and Prevent monthly updates shared EV.23 Evidence of a comprehensive and up to date list of contact information for support services and referral organisations EV.24 Evidence that all staff have access to appropriate guidance and literature/ information on support services and referral organisations in South Tyneside.					1	
							2	
							3	



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Health and Safety	Evidence that the provider ensures a safe learning environment at all learning and development sites and promotes safe working practices in training and at work. Evidence that the provider complies with health and safety legislation. Evidence that the provider has appropriate arrangements in place for the security of the site and evacuation and disaster plans	EV.25 Evacuation and Invacuation plans – clear rational presented if not in place					1	
		EV.26 Suspicious package/ bomb threat procedure – clear rational presented if not in place					2	
		EV.27 Site security procedures EV.28 Evidence that Health and Safety risk assessments are comprehensive and up to date with evidence of issues identified being addressed					3	
ICT/ Online safety	Evidence that the provider has reviewed and put in place appropriate measures to ensure learners and staff are safe online	EV.29 Attainment of Cyber Essentials Plus accreditation					1	
		EV.30 Filtering software and alert process					2	
		EV.31 Evidence of online safety training for staff and learners EV.32 Evidence that online safety content is embedded into delivery resources, SOW and lesson plans					3	
Meetings	Evidence that Safeguarding and Prevent are a standing item on team meetings and there is evidence all staff are updated on local issues.	EV.33 Team meeting agenda/minutes					1	
		EV. 34 Evidence of spotlight on key topics/ issues					2	
							3	



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Data Management	Evidence that any records of Safeguarding concerns are kept securely (i.e. locked in a cupboard or password protected if electronic) and only appropriately trained staff may access them.	EV. 35 Evidence of secure physical/ electronic document storage and access monitoring processes					1 2 3	
Safeguarding Quality Assurance	Evidence that safeguarding/ prevent concerns and any referrals made have an audit trail and are overseen by a relevant trained member of staff. Evidence of tracking and actively following up/ resolving safeguarding referrals. Evidence of any learning from safeguarding/ prevent concerns being taken on board by the organisation. Evidence all staff working on Skills South Tyneside contract have a current enhanced DBS check in place and this has been seen by a Skills South Tyneside representative.	EV.36 Documentation and record keeping EV. 37 Evidence of lessons learned and how procedures have been amended to reflect this - if applicable EV. 38 Enhanced DBS certificates for all staff on Skills South Tyneside contract					1 2 3	



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Staff CPD	Evidence that there is planned programme of Safeguarding and Prevent CPD that is relevant to the local area for staff on the Skills South Tyneside contract. Evidence that attendance/ completion of training is monitored, and post training assessment is undertaken to assess staff understanding.	EV.39 CPD records and CPD calendar in place. EV. 40 The provider ensures that all members of staff, governors and volunteers are trained in safeguarding and prevent, and training is regularly updated (every 3 years for staff and every 2 years for the designated person). EV. 41 There is an up to date record of who has been trained and when. EV. 42 CPD records should demonstrate staff are trained to identify and manage risks especially in relation to young people and vulnerable adults. EV. 43 All staff should have been trained in the provider's procedures for handling disclosures of abuse of learners, including procedures to be followed if a member of staff is accused of abuse.					1 2 3	



Ofsted will consider the following and can ask staff and learners about their experiences and thoughts:

- Learners say they are and feel safe.
- Learners confirm they know how to complain and are confident in doing so.
- There is evidence that the organisation gives a strong, robust and proactive response to concerns.
- Staff state that they know and understand safeguarding indicators and know how to report concerns.
- Staff CPD records show safeguarding training has taken place including refresher training.
- The organisation provides a safe physical environment.
- There is a Whistleblowing Policy and staff are aware of it.

Skills South Tyneside Feedback		
Action	Action Start Date	Action Due Date
Provider Feedback		