

Due Diligence

Learning Provisions

SEND Commissioning

Foreword:

Prior to any agreement to place a child or young person with an EHC Plan, we are required to complete due diligence for potential settings.

To begin the process, providers should complete the following in full:

- a fully complete 'Due Diligence' report
- a completed Price Schedule.

Documents should be returned fully completed including:

- page numbers
- a signature
- date of completion
- supporting policies
- supporting documentation

The process requires providers to cross check your own policies against requirements detailed in the report. We expect all elements to be evidenced to ensure that provisions meet all requirements of our placements.

Following your submission, we may wish to speak with you regarding your responses or to obtain further evidence. We reserve the right to return the due diligence form to you for further attention before our review, should the forms be incomplete or information is deemed missing.

Providers will be given three attempts at providing compliant policies and documentation. Should your organisation not provide satisfactory policies and certificates after three attempts, we will close the 'Due Diligence' process. This is likely to mean that Leeds City Council may not be able to place children and young people into your setting

Should providers not respond to requests or fail to submit documentation as per deadlines, we will close the 'Due Diligence' process. Again, this is likely to mean that Leeds City Council may not be able to place children and young people into your setting.

Organisations can reapply for a 'Due Diligence' assessment after six months has elapsed, but you would need to restart the process and complete the new pro-forma in full.

All documentation should be returned to SENDcommissioning@leeds.gov.uk.

Due Diligence Report

Learning Providers

Provision Details	
Provider Name	<u>Ashville College</u>
Provision Name	<u>Ashville College</u>
Registered Business Address	Registered Office and Ashville College postal address Green Lane, Harrogate North Yorkshire HG2 9JP
Provision Address	Registered Office and Ashville College postal address Green Lane, Harrogate North Yorkshire HG2 9JP
Name of Contact	<u>Frances Beaumont</u>
Position Held	<u>Co Deputy Head- Pastoral</u>
Telephone Number	Tel: +44 (0) 01423 566358
Email Address	<u>F.beaumont@ashville.co.uk</u>

Provider's Agreement: *The Provider agrees with the contents of this report and agrees that the information within can be shared with partners as appropriate.*

If the provider believes that this report is factually incorrect in any respect, they must notify the Visiting Officer in writing within five working days of the report being issued

Providers Comments	Our Safeguarding Policy is currently being updated ready for September 2026 We don't have a supervision policy, but we do have a schedule of supervision - Weekly: Core Safeguarding group - Monthly: Head, Senior Head, DSL and Lead Nurse - Half termly: Safeguarding Committee - All team members can have 1:1 supervision with DSL or Senior Head - Termly – Safeguarding Committee with Safeguarding governor -
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	- DSL supervision - Weekly meetings with Senior Head - Termly- DSL and Safeguarding governor - Part of local independent school DSLs and the MIST DSL group. This provides support, guidance and assistance if needed. - Pastoral: - Fortnightly meetings with Heads of Schools, Academic Deputy, Head of Senior School to discuss pupils of concern - Pastoral teams meeting fortnightly with a member of the safeguarding team in attendance to support discussions
Signature	F.Beaumont
Job Role	Co Deputy Head Pastoral
Date	27/7/2026

Commissioning Recommendations

Recommendations to HOS

(Delete as appropriate)

1. Approved – the provider has passed due diligence.
2. The provider is required to provide additional information. No new placements until all requested documentation is received.
3. Provider to action identified areas for improvement (amber and red elements) within an agreed time frame. No new placements until the improvements are made.
4. Review existing placements.

Additional Supportive Measures for Providers:

The following suggestions, while not obligatory, are intended to help providers enhance best practice and strengthen both policy and operational procedures within their organisation.

(Delete as appropriate)

- 1) Providers are recommended to undertake a Local Authority Safeguarding audit. Should providers wish to do so, the Leeds City Council Education Safeguarding Team can be contacted regarding consultation, advice and training booking enquiries by telephone: 0113 378 9685 or email: estconsultation@leeds.gov.uk.
- 2) Providers are recommended to undertake a Health and Safety audit. Should providers wish to do so, the Leeds City Council Health and Safety Team can be contacted via email: Educ.hs@leeds.gov.uk.
- 3) Providers are recommended to seek advice from a Local Authority Behaviour Support Team. Should providers wish to do so, the Leeds City Council Behaviour Support Team, can be contacted by email: BIST@leeds.gov.uk

**Commissioning
Signature:**

Date:

This document uses a RAG system for Commissioning Input:

	In place – meeting expectations.
	Partially in place – please expand.
	Not in place/not submitted.

Organisation Safeguarding Assessment (S11/S175)		
	Provider, please share details below.	Commissioning Staff Check (RAG)
Have you completed a S11/S175?	No – North Yorkshire Safeguarding Audit was completed in Feb 2025	
Please submit evidence.		
Commissioning Staff Comments:	Section 11 Leeds Safeguarding Children Partnership Welcome Organisational Safeguarding Assessment (S175)	

Provision Insurance Details RR						
Insurance Type	Cover From	Cover To	Cover Amount	Each and Every Claim?	Evidence Submitted?	Commissioning Staff Check (RAG)
Indemnity	01/09/26	30/08/27	5m (Public and Products Liability)			
Professional Indemnity	01/09/26	30/08/27	5m (Governor and Officers Liability)			
Employers Liability	01/09/26	30/08/27	25m			
Public Liability	01/09/26	30/08/27	25m			
Sexual abuse and molestation cover	01/09/26	30/08/27	10m			Can you please send evidence of where sexual abuse is covered.

Regulatory Body Information FB/CW
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	Provider, please share details below.	Commissioning Staff Check (RAG)
Regulatory Body Category	ISI	
DfE Number	815/6028	
Is the provision Ofsted or ISI registered? Please specify.	ISI	
Judgement	<u>The extent to which the school meets the Standards:</u> - Standards relating to leadership and management, and governance are met - Standards relating to the quality of education, training and recreation are met - Standards relating to pupils' physical and mental health and emotional wellbeing are met - Standards relating to pupils' social and economic education and contribution to society are met - Standards relating to safeguarding are met <u>Recommended next steps</u> - Ensure that strategies to support consistency in teaching do not hinder pupils' engagement in their learning. - Develop and embed strategies that promote pupils' economic and financial awareness. - Embed careers education so that all pupils are well informed about possible career choices. - Implement planned opportunities for pupils to give feedback and report any concerns anonymously. - Ensure safeguarding records are organised to facilitate access by appropriate adults. <u>All standards are met</u>	
Date of Judgement	21 September 2023	
Other information		NA
Commissioning Staff Comments:		

DBS Details <u>HR</u>		
	Provider, please share details below.	Commissioning Staff Check (RAG)
All staff hold an Enhanced DBS.	Yes	
DBS details have been shared with Commissioning.	SCR which is reviewed and checked every term. See ISI report	Yes via Teams
The provision has established protocol to complete a new DBSs check if: - The employer's safeguarding policy requires periodic renewals, or - The staff member moves to a new role, especially if it	Yes, as per Recruitment and Selection Policy	Enhanced DBS certificated will be obtained for all members of staff

involves a different regulated activity, or Concerns are raised about their conduct, or there is reason to believe their criminal record status may have changed.		
Commissioning Staff Comments:		

Staff Qualification Details		
	Provider, please share details below.	Commissioning Staff Check (RAG)
Qualified teacher status has been shared with Commissioning for all qualified teachers.	Held in the college in HR files	Yes via Teams
Commissioning Staff Comments:		

Risk Assessments AW		
Risk Assessment	Providers - Evidence Submitted?	Commissioning Staff Check (RAG)
Prevent Risk Assessment	Yes	
Risk Register	Yes	
Site Risk Assessment	Complete 11 September 2025. Copy Provided	
Commissioning Staff Comments:		

Provision Website		
	Providers - Link Submitted?	Commissioning Staff Check (RAG)
Provision name, address, telephone number	Registered Office and Ashville College postal address Green Lane, Harrogate North Yorkshire HG2 9JP Tel: +44 (0) 01423 566358 Email: reception@ashville.co.uk	

Headteacher's name	Head: Mrs Rhiannon Wilkinson	
Proprietor's name and contact details (if an individual) or body's registered/principal office details	Trustees of Ashville College Ltd.	
Chair of governing body's name and correspondence address	Greg Styles _ Ashville college	
Statement of ethos and aims	https://www.ashville.co.uk/about/statutory-information/	
Admissions Policy	https://www.ashville.co.uk/about/policies-and-inspections/	
Behaviour Policy	https://www.ashville.co.uk/about/policies-and-inspections/	
Complaints Policy	https://www.ashville.co.uk/about/policies-and-inspections/	
Curriculum Policy	https://www.ashville.co.uk/about/policies-and-inspections/	
Exclusions Policy	Within behaviour policy	
Educational and welfare support policies for pupils with EHC Plans.	SEND policy	
Educational and welfare support policies for pupils with English as an Additional Language.	SEND policy	
First Aid Policy	Yes	Medical policy
GDPR Policy	Yes	
Health and Safety Policy	Yes	
Remote Education Provision Policy	Yes	See comment 1
Safeguarding Policy	Yes	
Inspection reports	https://www.ashville.co.uk/about/policies-and-inspections/	

Particulars of the school's academic performance during the preceding school year, including the results of any public examinations [it is for the provision to decide what details to include]	https://www.ashville.co.uk/about/results/	
Commissioning Staff Comments:	1. When I click on this section of the website it says 'No results found'	

Attendance Policy <u>CW</u>		
	Providers – page numbers	Commissioning Staff Check (RAG)
Has the policy been reviewed within the last year?	Yes in November 2025 to double check that it met the new standards and again in August 2026	
Is the policy easily accessible to leaders, staff, Learners, and parents, including being published on the provision's website. Parents should be sent it with any initial information when Learners join the provision and reminded of it at the beginning of each provision year and when it is updated.	Yes it is on the website	
The attendance policy includes an effective whole provision culture of high attendance is underpinned by clear expectations, procedures, and responsibilities.	Yes we track and monitor all our pupils attendance and put support plans in place when needed	
The attendance policy includes the attendance and punctuality expectations of Learners and parents, including start and close of the day, register closing times and the processes for requesting leaves of absence and informing the provision of the reason for an unexpected absence.	Yes pg 3-pg5 pg6 pg13-14	
The attendance policy includes the name and contact details of the provision's Senior Attendance Champion/Lead.	Deputy Head Pastoral	
The attendance policy includes Information and contact details of the provision staff who Learners and parents should contact about attendance on a day-to-day basis and for more detailed support on attendance.	Yes pg5-7 and pg13-pg14	
The attendance policy includes the provision's day to day processes for managing attendance.	Yes pg3-4	

The attendance policy includes how the provision is promoting and incentivising good attendance.	We do not use a reward system for attendance – we do not believe in this. We make it clear to parents and pupils that there is a clear positive correlation between attendance and outcomes.	NA
The attendance policy includes the provision's strategy for using data to target attendance improvement efforts to the Learners or Learner cohorts who need it most.	Yes- 8-9	
The attendance policy includes the provision's strategy for reducing persistent and severe absence, including how access to wider support services will be provided to remove the barriers to attendance and when support will be formalised in conjunction with the local authority.	Yes - page 8	
The attendance policy includes proactively manage lateness and set out in their attendance policy the length of time the register will be open, after which a Learner will be recorded as absent. This should be the same for every session and not longer than 30 minutes.	Yes – pg 4 and pg 5	
The attendance policy should account for the specific needs of certain Learners and Learner cohorts. The attendance policy should be tailored to the needs of each individual provision and the barriers to attendance Learner's experience as identified through analysis of provision level attendance data.	Yes page 8	
The attendance policy should refer to Children Missing Education; a process whereby children identified no longer to be in the Leeds Local Authority are reported to the CME team. (Pre 16 years check)	Yes –page 9	
Policies should accurately record the Leeds CME contact details: 0113 3789686 - CME@leeds.gov.uk	Yes	
Commissioning Staff Comments:		
Support for Providers:	Alternative Provisions Independent Schools Academies	

Business Continuity Plan - AW		
	Providers – page numbers	Commissioning Staff Check (RAG)
Has the policy been reviewed within the last year?	April 2026	Please can this be submitted

		to the commissioning team
The policy considers what will happen if an incident occurs.	Throughout	
The policy describes how you would react to it.	Page 9	
The policy defines individual roles and responsibilities including escalation and decision making.	Page 6 & 7	
The policy explains how to respond to an incident and provides details of what steps will be taken to be able to get back to business-as-usual including notification and communication.	Page 15 onwards	
The policy explains what will be done to handle the emotional impact of an event.	Page 16	
The policy includes information about professional and specialist help available.	Page 18 - 21	
The policy includes post incident evaluation.	No	
The policy includes debrief and elicits feedback from all those affected, including staff, students and parents.		
The policy includes undertaking a critical review of the security and business continuity plans should identify lessons learned and the actions needed to improve and ensure the ongoing development of the security policy and plan.		
The policy includes key contact details.	Page 18 – 21, all internal staff contacts are held in College directory	
Commissioning Staff Comments:		
Support for Providers:	School and college security - GOV.UK including a Business Continuity template. RoSPA- 404	

Code of Conduct FB		
	Providers – page numbers	Commissioning Staff Check (RAG)
Has the code of conduct been reviewed within the last year?	Yes	
Does the provision use the Guidance for Safer Working Practice?	Yes	
The code of conduct includes professional conduct and behaviour.	Page 5 & 6	

The code of conduct includes safeguarding responsibilities .	Page 4	
The code of conduct includes reference to relationships with pupils .	Page 6	
The code of conduct includes the use of Technology and social media .	Page 6	
The code of conduct includes confidentiality and data protection principles .	Page 7	
The code of conduct includes attendance and punctuality .	Page 5	
The code of conduct includes information on dress Code and professional appearance .	Page 9	
The code of conduct includes behaviour management expectations .	Page 11	
The code of conduct includes anti-Bullying, equality and inclusion .	Page 19	
The code of conduct includes use of provision property and resources .	Page 8	Also in acceptable use policy
The code of conduct includes health, safety and supervision information .	Page 13	
The code of conduct includes conduct outside provision / off-site .	Page 20	
The code of conduct includes managing allegations and concerns .	Yes	
The code of conduct includes compliance with provision policies .	Yes	
The code of conduct refers to the whistleblowing process.	Page 9	
The code of conduct refers to the LADO referral process.	Page 10	
Commissioning Staff Comments:		
Support for Providers:	Guidance for Safer Working Practice – Leeds for Learning	

	Providers – page numbers	Commissioning Staff Check (RAG)
Has the Complaints Policy been reviewed within the last year?	September 2025	
The complaints policy is made available to parents of learners.	On Website Complaints-Procedure-for-Parents-and-Guardian-1.pdf	
The complaints process has three stages: informal, formal and a hearing before a panel.	Pages 4 & 5	
The complaints policy sets out clear time scales for the management of a complaint.	Pages 4 & 5	
The complaints policy allows for a complaint to be made and considered initially on an informal basis.	Page 4	
Where the parent is not satisfied with the response to the informal complaint, the policy establishes a formal procedure for the complaint to be made in writing.	Page 5	
Where the parent is not satisfied, there is provision for a hearing before a panel appointed by or on behalf of the proprietor and consisting of at least three people who were not directly involved in the matters detailed in the complaint.	Page 5	
Where there is a panel hearing of a complaint, one panel member is independent of the management and running of the school.	Page 5	
The policy allows for a parent to attend and be accompanied at a panel hearing if they wish.	Page 6	
A copy of the panel findings and recommendations is provided to the complainant and, where relevant, the person complained about.		
A copy of the panel findings and recommendations is available for inspection on the provision premises by the proprietor and head teacher.	Page 3	
A written record is to be kept of all complaints whether they are resolved following a formal procedure or proceed to a panel hearing and action taken by the school as a result of those complaints (regardless of whether they are upheld).	Page 3	
Correspondence, statements and records relating to individual complaints are to be kept confidential except where the Secretary of State or a body conducting an inspection under section 109 of the 2008 Act requests access to them.	Page 3	
Commissioning Staff Comments:		
Support for Providers:	Independent Schools (pg.44 onwards)	

	Providers – page numbers	Commissioning Staff Check (RAG)
Has the GDPR Policy been reviewed within the last year?	Yes	
Does the policy clearly identify a Data Protection Officer or a named person who advises?	Yes	
The provision maintains a record of processing activities.	Yes	
The provision conducts Data Protection Impact Assessments (DPIAs) for high-risk processing.	Yes	
The policy states compliance with the UK GDPR and Data Protection Act 2018.	Yes	
The policy includes data protection principles.	Yes	
The policy includes and defines the lawful bases for processing data.	Yes	
The policy outlines roles and responsibilities.	Yes	
The policy explains rights: access, rectification, erasure, restriction, portability, objection.	Yes	
The policy Provide clear Subject Access Request (SAR) procedures and timelines.	Yes	
The policy details security measures.	No	
The policy includes breach reporting processes.	No	
The policy references lawful data sharing with other entities e.g. Local Authorities, exam boards.	Yes	
The policy details data retention schedules.	Yes	
The policy specifies secure disposal methods for paper and electronic records.	Yes	
The policy references mandatory GDPR training for all staff and governors including record keeping.	Yes	
The policy references privacy notices for staff, pupils and parents.	Yes	
Commissioning Staff Comments:		
Support for Providers:	Data Protection Act 2018 site :legislation.gov.uk ICO education guidance site: ico.org.uk Data Protection Toolkit for Schools site:gov.uk	

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Grievance Policy – Every - HR		
	Providers – page numbers	Commissioning Staff Check (RAG)
Has the Grievance Policy been reviewed within the last year?	Yes Oct 2025	
The policy is accessible for members of staff.	Yes - Every Compliance	
The policy references clear stages of the grievance process.	Yes – Pages 3-4	
There is a clear explanation of the appeal stage.	Yes – Page 4	
There are expectations around outcomes and subsequent monitoring.	Yes – Page 4	
Commissioning Staff Comments:		
Support for Providers:	<u>Grievance procedures model policy National Education Union</u>	

Health and Safety AW		
	Providers – page numbers	Commissioning Staff Check (RAG)
Is there a Health and Safety policy and has this been shared with Commissioning?	Yes <u>Health-and-Safety-Policy-2026.pdf</u>	
Is there a nominated Health and Safety representative?	Yes – Bursar named H&S Officer	
For provisions that use CCTV, there is a policy in place which as the below minimum information: •the legitimate purpose and aim of the surveillance, with each purpose and activity individually addressed •how the surveillance will keep children safe •why surveillance is the best way of achieving a child’s safety		
	Providers – Comments.	Commissioning Staff Check (RAG)
Details have been shared of PAT testing including frequency, certification and responsible officer.	Screen grab from compliance software provided	

Details have been shared of Gas checks testing including frequency, certification and responsible officer.	Screen grab from compliance software provided – due to time of year, gas testing in some areas is currently underway	See comment 1
Details have been shared of CO2 monitor checks testing including frequency, certification and responsible officer.	Screen grab from compliance software provided	See comment 1
Details have been shared of Legionella checks testing including frequency, certification and responsible officer	Screen grab from compliance software provided – Responsible officer is H&S Advisor and Compliance Technician	See comment 2
Details have been shared of fire door checks testing including frequency, certification and responsible officer	Screen grab from compliance software provided – Responsible officer is H&S Advisor and Compliance Technician	See comment 1
Details have been shared of fire extinguisher checks testing including frequency, certification and responsible officer.	Screen grab from compliance software provided – Responsible officer is H&S Advisor and Compliance Technician	
Commissioning Staff Comments:	1. As discussed, could you please send through the dates that these are booked in for. Could you also send through most recent certification? 2. Could you please provide certification On some of the records, it says that the checks have issues attached to them. Could you please confirm whether these issues have been resolved.	

Support for Providers:	Leeds City Council Health and Safety Team can be contacted: Education visits: Educationalvisits@leeds.gov.uk Team Teach and Behaviour Support (BIS): BIST@leeds.gov.uk General queries or support: Community and Voluntary Controlled schools: Educ.hs@leeds.gov.uk Schools with a Service Level Agreement: Sla.hs@leeds.gov.uk
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Intimate Care Policy FB		
	Providers – page numbers	Commissioning Staff Check (RAG)
Has the Intimate Care Policy been reviewed within the last year?	yes	See comment 1
The policy clearly defines intimate care.	Page 4	
The policy clearly defines personal care.	Page 4	
The policy clearly defines intimate examination.	Yes page 4	
The policy clearly references information regarding young person vulnerability of abuse.	Page 6	
The policy includes good practice guidelines including ratios.	Page 6	
The policy includes information on care plans and plans being shared and agreed with parents / carers.	Page 5	See comment 2
The policy represents a child- centred approach: dignity, privacy, young person wishes.	Page 5	
The policy includes information about young people who don't want to engage in intimate care.	Page 6	See comment 3
The policy includes the requirement of risk assessment - are individual risk assessments carried out for pupils who require intimate care?	Page 6	
The policy references and considers appropriate facilities: suitable changing bed, height adjustable, hygiene standards, supplies available (gloves, aprons etc.)	Page 8	See comment 4
The policy references advice is sought where required from other professionals e.g. nurse, OT.		
The policy includes the recording of intimate care including incident reporting and monitoring.	Page 8	

The policy includes information about staff training on intimate care, safeguarding, and dignity in care.	Page 7	See comment 5
The policy includes information on raising allegations and whistleblowing in line with statutory guidance.	Page 7	
Commissioning Staff Comments:	1. This policy is overdue for review. 2. Although the policy mentions care plans, it doesn't provide information on care plans and that they are shared and agreed with parents/carers. 3. Although the policy states in the introduction that a child's right to give or withdraw their consent is respected, it is very brief and doesn't state the procedure that will happen if a child doesn't want to engage in intimate care. 4. The policy does include information above gloves/aprons however, the intimate care procedure is focused on nappy changes and toilet training. Is intimate care provided at the college for older students with additional intimate care need? 5. Although the policy states that staff undertake training, it doesn't mention what types of training such as safeguarding and dignity in care.	
Support for Providers:	LSCP Intimate Care Guidance	

Medication Policy FB		
	Providers – page numbers	Commissioning Staff Check (RAG)
Has the Medication Policy been reviewed within the last year?	Yes	

There are clear procedures for obtaining parental consent for medication.	Yes page 8	
There are clear staff training requirements for administering medication.	Yes page 7	
The policy stipulates who delivers the provisions medication training.	Yes – the school nurses	On site school nurses
The policy stipulates where access to other specific medical training is obtained, what the process is for requesting this and how often this training is updated? For instance, epilepsy/Asthma/Allergies.	Yes from page 13 onwards	
The policy references clear documentation and record-keeping.	Yes page 23	
The policy references procedures for managing medication errors and emergencies.	Yes page 24	
Commissioning Staff Comments:		
Support for Providers:	Supporting pupils with medical conditions at school - GOV.UK	

Missing Children Policy CW		
	Providers – page numbers	Commissioning Staff Check (RAG)
Has the Missing Children Policy been reviewed within the last year?	Yes	
The policy provides a link to statutory guidance.	Yes pg 2	
The policy defines a missing child.	Yes page 2	
The policy defines missing from care.	No	
The policy defines being away from a placement without authorisation.	No	
The policy defines a young runaway.	No	
The policy defines a police response.	As NY guidance appendix 2	
The policy provides information on the levels of risk.	Yes page 2-3	
The policy provides a discussion of other factors to be considered.	Ladder of intervention appendix 2	
The policy references risk assessments.	As per guidance appendix 2	
The policy has a clear link to the local area safeguarding partnership.	Yes page 7	
The policy references the use of Philomena / Hubert protocols.	No	

The policy adequately describes the steps needed to deal with a missing episode.	Yes see missing pupil procedure policy from page 11	
The policy is clear with who needs to be informed of a missing episode.	Yes- see missing pupil procedure policy	
The policy gives information on how to get a child home once they have been found.	Yes- see missing pupil procedure policy	
Is it clear on what happens after a child is returned.	Yes- see missing pupil procedure policy	
Is it clear on how to record the episode.	Yes see missing pupil procedure page 17	
Commissioning Staff Comments:		
Support for Providers:	Guidance for young people: Missing from home or care Leeds Safeguarding Children Partnership ; Statutory guidance on children who run away or go missing from home or care ; One Minute Guide - Absent Missing and Away From Placement.pdf_ Guidance for young adults: Missing Persons - Force Policy West Yorkshire Police ; A National Framework for the response to adults missing from health and care settings - Missing People	

Online Safety Policy FB		
	Providers – page numbers	Commissioning Staff Check (RAG)
Has the Online Safety Policy been reviewed within the last year?	Yes	
The policy explicitly states it is renewed annually.	Page 4	
There is a staff acceptable use policy.	15 Appendix 4 & 5	
There is a pupil acceptable use policy.	15 Appendix 4 & 5	

There is a filtering and monitoring systems in place to prevent access to inappropriate content.	Page 17	
The DSL oversees this and acts on alerts.	Page 31	
Commissioning Staff Comments:		
Support for Providers:	• Safety and Security Online SWGfL • Eliminating Child Sexual Abuse Online Internet Watch Foundation IWF • Online Safety Policy and Practice in UK Schools	

Positive Behaviour (or equivalent) Policy FB		
	Providers – page numbers	Commissioning Staff Check (RAG)
Has the Positive Behaviour Policy been reviewed within the last year?	Yes August 2025	
The policy is accessible and easily understood for staff and students.	Yes	
The policy has clear behaviour expectations for pupils.	Page 5	
The policy includes positive behaviour strategies including: - Praise - Rewards - Encouraging the correct behaviours	Page 6 -7	
The policy includes a graduated approach to responses and sanctions (from low level to exclusion).	Page 13, 18, 19 & 20	
The policy includes managing serious or persistent behaviours.	Page 21	
The policy includes anti-bullying approach.	Page 22	Also in anti-bullying policy
The policy includes support for pupils with SEND and Additional Needs and references that whilst similar standards are aimed for, there may need to be adjustments to expectations and management of behaviour for individuals with SEN needs.	Page 3	
The policy includes use of reasonable force and positive handling including: - de-escalation first	Page 5 & 12	

- hands on being a last resort based upon there being a safety risk to the child or others.		
The policy includes searching, screening and confiscation.	Appendix 5 & 6	
The policy includes suspensions and exclusions procedures.	Page 22-23	
The policy includes monitoring and recording.	Page 13	
<u>Commissioning Staff Comments:</u>		
Support for Providers:	Provisions and Education providers can obtain guidance on the discovery of drugs, weapons, and contraband from the DFE searching, screening and confiscations guidance. Providers can also contact the Virtual Provision team to explore Trauma Informed practise training. VirtualProvision@leeds.gov.uk	

Prevent Guidance (this may be included in Safeguarding policies) FB		
	Providers – page numbers	Commissioning Staff Check (RAG)
Has the Prevent Guidance been reviewed within the last year?	Yes Page 50 of Child protection policy	
Has evidence been submitted of a separate Prevent Risk Assessment?	Yes	
The guidance reference that all staff have Prevent training.	Yes in risk assessment Page 50 of Child protection policy	
Evidence has been shared that all staff have had Prevent training for the current academic year.	Yes in risk assessment and M365 form	
The Policy references local Leeds pathways.	Page 50 of Child protection policy	
<u>Commissioning Staff Comments:</u>		
Support for Providers:		

Physical Intervention Policy FB		
	Providers – page numbers	Commissioning Staff Check (RAG)
Has the Physical Intervention Policy been reviewed within the last year?	Yes	
The policy clearly states who is trained, by whom and when.	Yes page 9	
De-escalation is the core of the policy.	Yes page 8	
The policy refers to physical intervention being a last resort.	Yes page 8	
The policy references that physical intervention is only used when required to keep the child or others safe.	Yes page 8	
The policy references that alternatives are looked for first, for example, distraction, removal of peers, change of face.	Yes page 4	
The policy references minimum intervention for the minimum time.	Yes page 7	
All incidents are recorded and reviewed.	Yes	
Commissioning Staff Comments:		
Support for Providers:		

Safeguarding Policy Checklist FB			
Document Covers:			Commissioning Staff Check (RAG)
☐ Children & Young People			
☐ Adults			
☐ Both			
Demonstrates the organisation is committed to safeguarding children, young people, and adults			
<u>Required standards</u>	<u>Children & Young People:</u> Providers – page numbers	<u>Adults</u> Providers – page numbers	Commissioning Staff Check (RAG)
The document has been reviewed annually.	Yes		
Does the policy refer to Keeping Children Safe in Education.	Page 3	NA	

Does the policy refer to Working Together to Safeguard Children.	Page 3	NA	
There is a clear statement to the effect that abuse of any kind will not be tolerated by the organisation.	Page 3		
There is a clear statement to the effect that safeguarding is the responsibility of all staff and volunteers.	Page 7		
The organisation can demonstrate a clear commitment to safeguarding training and development at the appropriate levels.	Page 38		
The document states who the Designated Safeguarding Lead is.	Page 5		
The document states who the Safeguarding Governor is.	Page 5		
The policy is clearly on the provision website.	Yes		
The policy clearly references a training programme for staff.	Page 38		
The policy references how the policy is implemented and overseen and by whom.	Page 58		

Provides assurance that staff and volunteers would be able to recognise the various forms of abuse that may occur to children, young people, or adults

Children and Young People		Adult		Commissioning Staff Check (RAG)
	Page Number		Page Number	
Child Sexual Exploitation	page 45	Financial & Material		
Neglect	page 9	Neglect and acts of omission		
Physical Abuse	Page 8	Emotional/Psychological Abuse		
Sexual Abuse	page 8	Discriminatory		

Emotional Abuse	page 8	Self-Neglect		
Female Genital Mutilation	page 47	Modern Slavery		
Child Criminal Exploitation	Page 45	Domestic Abuse		
Domestic Abuse	page 53	Non-recent Abuse		
Child Trafficking	page 46	Sexual Abuse		
Grooming	page 46	Institutional Abuse		
Bullying and Cyberbullying	page 54	Physical Abuse		
Online Abuse	Page 8			
Non-recent abuse				

Describes the responsibility of employees and volunteers to raise/report safeguarding concerns to managers, in relation to children, young people and adults.

Required Standards	Children and Young People (page number)	Adults (page number)	Commissioning Staff Check (RAG)
The document(s) includes references to safeguarding being a responsibility of all staff members and volunteers	Page 4		
The document states to whom individual members of staff or volunteers should report suspected abuse to within the organisation (name, job title, or position).	Page 5		
The document states who the organisations lead officer is for safeguarding.	Page 5		
The document should be sufficiently clear, that if you were a member of staff in that organisation, you would understand the responsibilities expected of you.	Yes		

Describes how suspected abuse is to be reported into the multi-agency safeguarding children, young people, and adult procedures.

Required Standards	Children and Young People (page number)	Adults (page number)	Commissioning Staff Check (RAG)
The document(s) describes the process for reporting safeguarding concerns into the multi-agency safeguarding process. (That is, states, whose responsibility it is to do this (provision of a name, job title, or position) and it is very clear that the organisation knows how to do this in practice.	Appendix 4 and page 17, 18 and 19		
The document(s) includes recognition of the potential need to report a crime to the police.	Page 18 & 19		
Safeguarding Children policies must state that allegations of abuse made in relation to a member of staff who works with children be discussed with the Local Authority Designated Officer (LADO) (who is based within the Children Services).	Page 25	N/A	
The document(s) should be sufficiently clear, that if you were a member of staff or volunteer in that organisation, you would understand the responsibilities expected of you. Safeguarding Adults policies must state that concerns about a person in a position of trust must be managed and responded to in accordance with the LSAB People in positions of trust guidance (LSAB Practice Guidance People in positions of trust guidance (July 2021).pdf leedssafeguardingadults.org.uk)	N/A		
The document contains the following contact details. <i>Where a document includes details such as phone numbers, this will help convey they know how to report concerns. If, however, they state, 'report to safeguarding agencies or professionals' or ambiguous descriptions such as these, then it cannot be assumed that they</i>			

know how to report the concerns in practice. Incorrectly recorded phone numbers will need to be corrected:

Telephone Number is available.	<u>Children and Young People</u>	<u>Adults</u>	Commissioning Staff Check (RAG)
Children's Social Work Services (office hours 9am – 5pm) 0113 3760336	Page 85- 86	N/A	
Children's Social Work Services – Emergency Duty Team (outside of office hours) 0113 5350600	Page 85 - 86	N/A	
Local Authority Designated Officer (LADO) 0113 3789687	Page 85 - 86	N/A	
Adult Social Care (office hours 9am – 5pm) 0113 2224401	N/A		NA
Adult Social Work Services – Emergency Duty Team (outside of office hours) 0113 3780644	N/A		NA
Is the description ambiguous or too vague?	Yes / No		
Are the numbers recorded correctly?	Yes / No		
Commissioning Staff Comments:			
Support for Providers:	Provisions and Education providers can obtain a Leeds Model Safeguarding and Child Protection policy from the Education and Early Years Safeguarding Team.		

<u>Safer Recruitment Policy</u> HR		
	Providers – page numbers	Commissioning Staff Check (RAG)
Has the Safer Recruitment Policy been reviewed within the last year?	Yes Feb 2026	
At least one member of staff is safer recruitment trained.	Yes	

The provision has a Single Central Record and for all staff they hold: 1) Completed application form 2) Verified DBS 3) Right to work 4) ID checks 5) Qualifications check 6) Barred list checks 7) References sought (most recent employer, provided by the most senior person, at least two references) 8) Attended interview 9) Gaps in employment explored 10) Confirmation that all certificates are held and available	Yes	Reviewed via Teams and physical copy example saved in files.
Evidence of the above has been shared with Commissioning.	Available at ISI inspections	
The Safer Recruitment policy references the aims of the policy including to deter or identify persons who may pose a risk.	Partial Aims outlined, no specific wording re identifying persons who pose a risk	
The policy clearly identifies the steps taken to ensure this (from advert to induction).	Yes - throughout	
The policy references the recording of information on the SCR and in personnel files.	Yes Page 8	
The policy references protocol around non-school staff e.g. volunteers, external professionals.	Yes Pages 8, 11-14	
Commissioning Staff Comments:		
Support for Providers:	You can find further guidance from the Safer Recruitment consortium here; Safer Recruitment Consortium training information and part 3 (Safer Recruitment) of Keeping Children safe in Education 2025.	

Staff Appraisal Policy HR		
	Providers – page numbers	Commissioning Staff Check (RAG)
Has the Staff Appraisal Policy been reviewed within the last year? <u>The policy sets out the need for an appointed appraiser.</u>	Yes Nov 2025 Specifies a PDR Reviewer	Performance Development Review Policy and Procedure
The policy sets out the need for SMART objectives.	Yes Page 5	

The policy states that objectives should be mutually agreed.	Yes Page 5	
The policy includes the need for review meetings.	Yes Page 5	
The policy sets out additional support for staff.	Yes Wellbeing section in PDR	
The policy sets out how appraisals are recorded.	Yes Pages 7-8	
Commissioning Staff Comments:		
Support for Providers:	<i>Appraisal model policy National Education Union</i>	

Staff Supervision Policy - not yet within school policy to review Sept 2026		
	Providers – page numbers	Commissioning Staff Check (RAG)
Has the Staff Supervision Policy been reviewed within the last year?		N/A- NO POLICY BUT SCHEDULE ABOVE
The policy defines supervision.		N/A- NO POLICY BUT SCHEDULE ABOVE
The policy explains the purpose of supervision.		N/A- NO POLICY BUT SCHEDULE ABOVE
The policy has an identified model of supervision including a clear description of stages within the model.		N/A- NO POLICY BUT SCHEDULE ABOVE
The supervision process is clear including: - How supervisors are allocated - The frequency of supervision - The supervision agreement/contract - How supervisions are recorded - What to do if supervision is not offered		N/A- NO POLICY BUT SCHEDULE ABOVE
Designated Safeguarding Leads and other safeguarding staff receive regular safeguarding supervision in addition to practice supervision.		N/A- NO POLICY BUT SCHEDULE ABOVE
Commissioning Staff Comments:		
Support for Providers:	<i>Provisions and Education providers can obtain a Leeds Model Safeguarding Supervision policy and training from the Education and Early Years Safeguarding Team. There is a downloadable link in Leeds for Learning.</i>	

Whistleblowing Policy HR		
	Providers – page numbers	Commissioning Staff Check (RAG)
Has the Whistleblowing Policy been reviewed within the last year?	No April 2025	See comment 1
The policy is accessible for staff.	Yes	See comment 2
Clear stages of the whistleblowing process are defined.	Yes Pages 3-4	
The stages are clearly explained.	Yes	
Expectations around outcomes and subsequent actions are available.	Yes Page 5	
Commissioning Staff Comments:	1. This policy is due for review 2. How are staff able to access the policy?	
Support for Providers:	Whistleblowing Advice Line NSPCC Reporting concerns and whistleblowing about children's social care services - GOV.UK	