

Alternative Learning Providers and Work Experience

Checklist

Alternative Learning Providers

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 Single Central Record in place

 All staff working with children to have DBS enhanced certificate and barred list check

 Safer recruitment procedures in place and followed

 Named Designated Safeguarding Leads with appropriate training.

 Health and safety of premises confirmed (Use QA document)

 Appropriate policies in place: CP and Peer on Peer abuse, Induction, Health and Safety,

Whistleblowing/Confidential Reporting, Staff behaviour Policy (code of conduct/Safer working practices)

Work Experience Checklist

 DBS enhanced certificate for at least the co-ordinator in role (or appropriate risk assessment in place to ascertain placement is safe for Work Experience if organisation / business does not qualify for DBS enhanced certificate check.)

 Appropriate level of training for working with young people including dealing with a disclosure

 Safer recruitment procedures in place and followed

 Appropriate policies in place: Whistleblowing/confidential reporting, Health and Safety, Induction, Staff Behaviour Policy /Code of conduct/Safer working practices

 Appropriate agreement around level of supervision of student

 Appropriate code of conduct in place for students