Self-Audit Document: Compliance with DfE Voluntary National Standards (August 2026)

Provider: *Childhood Matters Consulting Ltd*

Date of Audit: *28/09/2026*

Scope: Non-school alternative provision for children of compulsory school age, unregistered with the DfE non-school alternative provision voluntary national standards — four parts GOV.UK Assets.

Part 1: Safeguarding and the Welfare of Children

Standards Complying Items:

- The provider must have clear **safeguarding policies**, including child protection, recruitment checks (DBS), staff training, designated safeguarding lead (DSL), and procedures for concerns.
- The school remains responsible, but the provider must confirm written agreement to cooperate regarding safeguarding responsibilities.

Evidence Provided:

- **Child Protection & Safeguarding Policy**: Up-to-date, publicly accessible (on website), DSL named as *Sandra Tibbles* with contact details.
- **DBS & Recruitment Records**: SCR containing current DBS checks on file, plus evidence of safe recruitment procedures (interview records, references, ID, right to work in UK). Risk Assessments in place for staff where further need for checks has been identified.
- **Staff Training**: All staff have completed both annual and contextual safeguarding training (including Prevent), with signed certificates dated.
- **Written Confirmation**: A signed agreement from the placing school/commissioner confirming shared safeguarding responsibilities and clear communication protocols – On referral form under Terms of Agreement.
- **Incident Log / Reporting**: A chronological record of any safeguarding incidents with follow-up, demonstrating escalation and outcome.

Part 2: Health and Safety

Standards Complying Items:

- The provider must carry out regular **risk assessments** for premises (if applicable), activities, and staff, ensuring children are supervised appropriately.
- They should comply with general health-and-safety duties: fire safety, first aid, staff training, and premises safety.

Evidence Provided:

- **Risk Assessments**: Written documentation of child/young person and activity-specific risk assessments, reviewed within last 12 months, signed by responsible staff.
- **Fire Safety**: N/A (No premises)
- **First Aid**: Some mentors are first aid trained however sessions either take place in student's homes with parent present, in schools or in public places with appropriate site specific First Aiders present. All mentors received basic anaphylaxis awareness training in September 2026 and there is information available to them at all times on the shared drive.
- **Accident Record Book**: Records of any accidents, completed fully and acted upon. Template form available and accessible to all mentors and processes are known to all mentors (shared within induction materials and reminders sent out).
- **Maintenance Logs**: N/A (No premises)

Part 3: Admissions, Support and Guidance

Standards Complying Items:

- Clear referral and admissions policy; matching student needs; written criteria; 'induction' support and guidance appropriate to individual needs; tracking attendance and progress.

Evidence Provided:

- **Admissions Policy**: Published admissions and referral procedure, including criteria for placements, accessible to schools and commissioners.
- **Matching Needs**: Evidence of an initial needs assessment (e.g., intake form, review meeting) for each child/young person.
- **'Induction' Records**: Documentation shows every new student receives a personalised approach to 'induction'—introducing routines, expectations, support, etc.
- **Support Plan / Individual Learning Plan (ILP)**: Recorded mentoring review and report documentation tailored to each child/young person's needs, with goals and review dates.
- **Attendance Tracking**: Daily attendance system showing attendance, and reporting back to commissioners/schools (Google form).
- **Behaviour Support**: Relationships and Positive Behaviour Support Policy and comprehensive pastoral support bespoke to student needs.
- **Parent/Carer Communication**: Mentors keep in regular contact with parents/carers and evidence of this is fed through the Inclusion & Operations Coordinator. There is a Parent Information Leaflet on the website together with all key policies. Reports are provided to parents via the school and through the Annual Review process (for EHCPs. Parents receive copies of certificates of achievement and progress for their children.

Part 4: Quality of Education

Standards Complying Items:

- Provision of a **good-quality education** tailored to individual needs; planning, teaching, assessment, progress tracking, and intended reintegration into mainstream or suitable next steps.

Evidence Provided:

- **Curriculum Overview**: Documented curriculum structure with learning objectives, adapted to compulsory school age requirements – Whilst our core offer is not specifically aligned with the National Curriculum, we closely monitor progress aligned to EHCP outcomes and SEMH progress steps as outlined in their referral documentation for students through our 1-1 mentoring. If students are able to engage with core subject content we offer FS and GCSE aligned maths and English.
- **Lesson Plans**: Recorded mentoring review and report documentation showing planned sessions, outcomes.

- **Assessment Records**: Formative baseline assessments, wellbeing assessments and reviews and regularly updated progress tracking (e.g., markers of attainment against aims and outcomes).
- **Review Meetings / Reporting**: Evidence that meaningful review meetings happen, including feedback to schools and families—demonstrating progress.
- **Reintegration Planning**: Records of exit or reintegration plans with timelines, discussions with schools, and follow-up outcomes.
- **Supplemental Resources**: Use of accredited qualifications or appropriate educational resources where appropriate
- **External Feedback**: Testimonials and commissioner feedback regarding quality and engagement.