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Circles Alternative Education Introductory Pack

Circles Farm, South Hill Farm, Ingatestone Road, Stock CM4 9PD

Circles Basildon, The Old Boiler House, Malyons Place Basildon SS13 1PS

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www.circlesalted.co.uk



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Circles Alternative Education C.I.C Ltd strives to engage young people in learning through vocational team work and social development.

Circles Alternative Education Ltd is committed to providing a happy, caring and safe learning environment for all, where they feel valued and are able to grow in confidence and independence.

We promote Happiness through a creative, exciting and practical curriculum, which generates a love of, and interest in, learning. Great value is placed on pupils' self-esteem which is developed through a well-motivated attitude to learning, a healthy lifestyle, good social skills, self-discipline and a positive self-image. We promote the highest standards of achievement in all areas of the curriculum and help all pupils to fulfil their potential regardless of gender, race or ability. We foster respect for all by establishing good relations between the school, home and community. Pupils are taught respect for themselves, others and the environment.

We teach our students to take responsibility for their actions, belongings and school community.

We encourage truth and honesty in all aspects of school life - relationships, work and the curriculum. We develop spirituality so that calm, quiet, reflective times are part of school life and the beauty of the environment is appreciated.



Letter of Comfort

There is a requirement for all schools and other educational settings, including pre-schools and nurseries, to ensure that where a school places a pupil with an “alternative provision provider” then that school continues to be responsible for the safeguarding of that pupil.

(DfE Keeping Children Safe in Education: part one September 2023).

The requirement includes confirmation that all individuals working at the provider have had the appropriate safeguarding checks (i.e. those checks that a school would otherwise perform in respect of its own staff).

This letter provides the required confirmation, on behalf of Circles Alt Ed C.I.C Ltd that all staff and volunteers have undergone the appropriate vetting procedures including:

ID Checks

Confirmation of address

Proof of Right to Work in the UK

Enhanced DBS Certificate (including Barred List Check if required)

Full work history with career gaps explained

Certificate of Good Conduct (where an employee has lived abroad in the previous 5 years)

Qualifications checked and verified where required for the role

Prohibition Order Check (for Teachers and relevant Teaching Assistants/Higher Level Teaching Assistants) including Teachers Sanctioned in other member states EEA check, GTEC and Failed Probation and induction checks.

Please confirm that staff have a contractual obligation to inform you if they have received a reprimand, final warning, caution or conviction by the police or courts whilst in your employment and that you would inform the school if required.

This letter also confirms that all staff at Circles Alt Ed C.I.C Ltd have:

Received relevant induction and training in safeguarding including Prevent Training; FGM and E-safety training. That they have read and understood how to apply Part 1 of Keeping Children Safe in Education 2022; are aware of the organisations’ whistle blowing procedure and are clear on when and how to make a safeguarding referral.

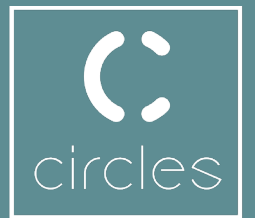
Yours sincerely

Alex Stone

Position: Director

Name: Alex Stone

Date: 04.09.23



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Designated Safeguarding Leads

Alex Stone **DSL, Safeguarding & Disadvantaged Champion**

Brad Kaylor **DDSL**

Matt Kinsella **DDSL**

Fez Sackett **DDSL**

Bee McMillan **DDSL**

Haze Rodda **Mental Health & Well Being Lead**

Qualifications Offered 2023/2024

Vocational Studies BTEC Level 1 Award, Certificate & Diploma

Construction BTEC Level 1 Award, Certificate & Diploma

Hair & Beauty BTEC Level 1 Award, Certificate & Diploma

Art & Design BTEC Level 1 Award & Certificate

Land Based Studies BTEC Level 1 Award & Certificate

Business BTEC Level 1 Award & Certificate

Health & Social Care BTEC Level 1 Award & Certificate



Service Level Agreement, Policies and Insurance

Please click [here](#) to view our service level agreement and policy pack

Please click [here](#) to view our insurance certificates.

Reporting Attendance & Progress

We report attendance via email at 10am and 2pm each day. Any reasons for absence provided will be recorded on our system and subsequently communicated to you by phone or email. For those young people that are dual registered, attendance data can be reported to both schools.

When recording attendance, we include lateness by the minute, so that progress and improvements can be quantified. We also use LABS tracking to monitor progress both socially and academically for each session attended. This data is included as part of an end of term report but can also be provided upon request. The end of term report will reflect on goals set as part of the individual learning plan.



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Information Sharing

Information sharing - Advice for practitioners providing safeguarding services to children, young people, parents, and carers July 2018

Sharing information is an intrinsic part of any frontline practitioners' job when working with children and young people. Information sharing helps to ensure that an individual receives the right services at the right time and prevents a need from becoming more acute and difficult to meet.

Poor or non-existent information sharing is a factor repeatedly identified as an issue in Serious Case Reviews (SCRs) carried out following the death of or serious injury to, a child. In some situations, sharing information can be the difference between life and death.

Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect. Every practitioner must take responsibility for sharing the information they hold and cannot assume that someone else will pass on information, which may be critical to keeping a child safe.

The Referral Process

A referral can be made at any time, securely, via our website. If you do not have a partnership agreement or signed service level agreement in place, we'll send this across for signing by a member of the senior leadership team or headteacher. If this is already in place, they'll be nothing more to do until we approve the placement and make contact to confirm arrangements for an initial visit.

If you have any questions, please do not hesitate in contacting us on **01277 280396**

Alternatively a referral can be made by visiting the referrals page of our website www.circlesalted.co.uk



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