

Policy document control box	
Policy title	Quality Assurance Policy
Policy owner (including job title)	Jess Lechner (Head of Centre)
RB Cambridge approving body	RB Cambridge trustees
Policy written/updated	November 2021
Date of next review	November 2022
Signed by Head of Centre	
Date signed	
Responsible trustee	

Policy contents:	
Quality Assurance Policy	1
Purpose	2
Scope	2
Policy statement, provision and safeguards	2
Responsibilities	3
Annual Development Plan	4
Safeguarding	4

Purpose

RB Cambridge aims to ensure that we provide the best possible learning experience for all students referred to RB Cambridge and to ensure that all young people are safe in line with statutory safeguarding guidance. In order to achieve that we aim to enable all staff to monitor their own practice, constantly seeking to improve, and also expect all managers to ongoingly evaluate the quality of that element of the organisation that they are responsible for.

Scope

All staff are expected to be reflective practitioners; all managers are expected to support those staff that they directly line-manage to reflect upon practice and plan strategies to develop and improve practice.

Policy statement, provision and safeguards

Quality assurance is achieved through the following key areas (each bullet point is expanded within the policy):

- individual staff monitoring the progress of their students and reflecting critically upon their work;
- staff with curriculum management responsibilities (e.g. subject leads, curriculum coordinators) working with appropriate staff groups to evaluate the quality of provision;
- the headteacher developing ongoing systems of self evaluation;
- the headteacher and line managers carrying out annual performance reviews;
- all staff participating in an annual performance review;
- annual questionnaires to students and parents seeking feedback on their experience;
- the headteacher and SLT producing an annual development plan and evaluating performance against that;
- trustees undertaking specified roles (e.g. safeguarding, provision for SEND students) to monitor the quality of provision;
- evaluating well-being provision.

The theoretical model that underpins all RB Cambridge's quality assurance work is action research. Staff and students are encouraged to work in an action research cycle:

- plan,
- do (implement the plan),
- evaluate,
- plan again in light of the evaluation - modify practice accordingly, and...
- do,
- evaluate,
- plan... ongoingly.

In some cases this model may be formalised and written up as research, most usually it is simply a way of being and practising that leads to high quality provision.

Responsibilities

Individual staff:

All staff, regardless of their role, are expected to be reflective practitioners who learn from their experiences, and modify practice in light of that learning. We expect student voice (i.e. staff discussing practice / learning with students) to be a central factor in that reflection.

Staff with curriculum management responsibilities:

Staff in this group seek to ensure high quality provision through enabling those staff for whom they are responsible to share good practice and to consider and share innovations in practice. They also hold a brief for monitoring student progress (overseen by headteachers) and 'investigating' any instances where student progress is below what might reasonably be expected. That 'investigation' will always focus upon how the student or students might better be enabled to make progress rather than 'why sufficient progress has not been made'.

Headteacher building self evaluation into daily practice:

Headteachers are responsible for ensuring that a thorough, robust self evaluation (SEF) of the centre's work is available for external inspection. Self evaluation should be seen as a permanent aspect of centre work rather than a 'one off' piece of work. Through whole staff meetings, conversations with staff and effective work with staff with management responsibilities within the centre, this can be achieved. Self evaluation serves as a tool for practice development first and an informative collation of data for inspection second.

Professional development of all staff:

Every member of staff participates in an annual cycle of performance management. Each headteacher must ensure that every member of staff has an annual review meeting. The nature of discussions at the meeting will depend upon the role undertaken by the member of staff and the accountabilities assigned to them. All teachers will be observed during the year and feedback from that/those observation(s) will be part of the performance review. Key features of all reviews will be:

- clarification of individual accountabilities and responsibilities;
- self evaluation of practice by staff member;
- feedback on practice (this should be ongoing throughout the year, hence there should be no 'surprises');
- agreement upon 'focus areas' for the coming year;
- identification of any training requirements / needs.

Annual questionnaires to students and parents:

The headteacher is responsible for ensuring that online questionnaires go out to all students and parents, that data garnered is collated and fed back to trustees and staff, and that any key issues raised are pursued.

Annual Development Plan

Each headteacher is responsible for producing an annual SDP (school development plan). That plan will encompass any 'new' overarching aims for the organisation, but will be mainly grounded in robust evaluation of the previous year's practice in the specific centre. Mid year and end of year review of that plan fits with the action research cycle and forms a core element of the organisation's quality assurance.

Safeguarding

Safeguarding is a core element of all practice and the responsibility of every member of staff.

We seek to ensure the very highest level of practice here through:

- appointing a Safeguarding Lead person and supporting DSLs;
- ensuring trustees understand their responsibilities towards safeguarding (including annual monitoring of policy documents, receiving a report from the safeguarding lead, and auditing centre practice);
- making safeguarding a key element of induction for all staff;
- ensuring all staff are trained to appropriate levels.