



Woodland Pathways

Compliance & Assurance Framework & Statement

Date created or revised: 0925

Date of next review: 0926

1. Purpose

This document outlines how Woodland Pathways ensures:

- Full compliance with statutory and Local Authority requirements
- Safe, high-quality alternative provision
- Effective safeguarding and risk management
- Transparent partnership working with commissioning schools and Local Authorities

It provides assurance that Woodland Pathways operates in line with:

- **Norfolk County Council Alternative Provision requirements**
- **Suffolk County Council inclusion and safeguarding expectations**
- **Keeping Children Safe in Education (KCSIE 2025)**
- **Working Together to Safeguard Children (2023)**

2. Organisational Commitment

Woodland Pathways is committed to:

- Safeguarding children as the **highest priority**
- Delivering provision that is **safe, inclusive, and responsive to need**
- Maintaining **robust systems for monitoring, reporting, and review**
- Working collaboratively with schools, Local Authorities, and families

3. Safeguarding Assurance

Woodland Pathways provides assurance that:

- All safeguarding procedures align with **KCSIE and Local Safeguarding Partnership guidance**
- A **Designated Safeguarding Lead (DSL)** is in place and accessible
- All staff receive **appropriate safeguarding training**
- Safeguarding concerns are:
 - Recorded promptly
 - Reported appropriately
 - Escalated in line with statutory guidance

We fully support commissioning schools and Local Authorities in fulfilling their **statutory safeguarding duties**.

4. Safer Recruitment and Vetting

Woodland Pathways confirms:

- All staff undergo **Enhanced DBS checks with barred list**
- Identity and right-to-work checks are completed
- A minimum of **two references** are obtained
- Staff are interviewed and suitability assessed
- Vetting procedures comply with **KCSIE requirements**

All records are maintained securely and available for audit.

5. Health & Safety and Risk Management

Woodland Pathways ensures:

- Robust **risk assessment systems** are in place for:
 - Individual learners
 - Activities (including outdoor provision)
 - Off-site and community sessions
 - Lone working
- Risk assessments are:
 - Completed prior to placement
 - Shared with commissioners where required
 - Reviewed regularly and following incidents
- Staff are trained in **dynamic risk assessment** to respond to changing environments

6. First Aid and Medical Provision

We provide assurance that:

- A **trained first aider is present at all times**
- First aid provision is **appropriate to activity and environment**
- Medical needs are:
 - Identified prior to placement
 - Supported through individual plans
- All incidents are:
 - Recorded

- Reported appropriately
- Reviewed to inform practice

7. Behaviour and Safeguarding Integration

Woodland Pathways operates a **relational, trauma-informed approach** to behaviour.

We ensure:

- Behaviour is understood as communication
- Safeguarding concerns are prioritised over behaviour sanctions
- Incidents are:
 - Recorded
 - Reviewed
 - Shared with commissioners where required

8. Equality, Diversity and Inclusion (EDI)

Woodland Pathways ensures:

- Compliance with the **Equality Act 2010**
- Promotion of inclusive, accessible provision
- Active challenge of discrimination and prejudice

We meet our duties to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations

9. Attendance, Engagement and Outcomes

We monitor:

- Learner attendance
- Engagement levels
- Progress and outcomes

This information is:

- Shared with commissioning schools and Local Authorities

- Used to inform provision and support strategies

10. Partnership Working and Communication

Woodland Pathways works in partnership with:

- Commissioning schools
- Local Authorities
- Parents/carers
- External professionals

We ensure:

- Clear and consistent communication
- Regular updates on learner progress and wellbeing
- Participation in review meetings where required

11. Reporting and Escalation

Woodland Pathways operates clear reporting procedures:

Safeguarding Concerns

- Reported immediately to DSL
- Escalated to relevant agencies where required

Serious Incidents

- Reported to:
 - Commissioning school
 - Local Authority
 - Parents/carers

Emergencies

- Emergency services contacted
- Immediate notification to DSL and commissioners

12. Monitoring, Quality Assurance and Review

Woodland Pathways maintains high standards through:

- Regular policy review
- Incident and safeguarding audits
- Risk assessment monitoring
- Staff supervision and training

We use:

- Data analysis
- Feedback from learners and commissioners
- Reflective practice

to ensure continuous improvement.

13. Commissioner Assurance

Woodland Pathways provides assurance that:

- All provision is **safe, suitable, and appropriately staffed**
- Policies and procedures are **implemented consistently**
- Risks are **identified, managed, and reviewed**
- Safeguarding responsibilities are **fully understood and met**

We are committed to working transparently and collaboratively with all commissioning parties.

14. Documentation and Evidence

The following documents are available upon request:

- Safeguarding Policy
- Risk Assessments
- Behaviour & Relationships Policy
- Lone Working Policy
- First Aid Policy
- EDI Policy
- Staff training records
- Incident and safeguarding logs

15. Review and Updates

This document is reviewed:

- Annually
- Following significant incidents
- In response to changes in legislation or Local Authority requirements

Woodland Pathways confirms that all provision is delivered in line with statutory guidance, Local Authority expectations, and safeguarding requirements, ensuring that all learners are supported within a safe, inclusive, and well-regulated environment.

1. Compliance Matrix

Safeguarding & Child Protection

Requirement	Evidence in Place	Yes/No	Evidence Location / Notes
Safeguarding Policy compliant with KCSIE 2025	Up-to-date policy reviewed annually	<input type="checkbox"/>	
Designated Safeguarding Lead (DSL) appointed	Named DSL with training	<input type="checkbox"/>	
Staff safeguarding training completed	Induction + annual updates	<input type="checkbox"/>	
Safeguarding reporting procedures in place	Clear internal and external escalation	<input type="checkbox"/>	
Record keeping system in place	Secure safeguarding logs	<input type="checkbox"/>	
Partnership with LA / safeguarding agencies	Established communication channels	<input type="checkbox"/>	

Safer Recruitment

Requirement	Evidence in Place	Yes/No	Evidence Location / Notes
Enhanced DBS with barred list checks	All staff vetted	<input type="checkbox"/>	
Identity and right-to-work checks	Verified and recorded	<input type="checkbox"/>	
References obtained (minimum 2)	Covering last 5 years	<input type="checkbox"/>	
Recruitment interviews completed	Suitability assessed	<input type="checkbox"/>	
Compliance with DBS Code of Practice	Confirmed	<input type="checkbox"/>	

Health & Safety & Risk Management

Requirement	Evidence in Place	Yes/No	Evidence Location / Notes
Risk Assessment Policy in place	LA-aligned document	<input type="checkbox"/>	
Individual learner risk assessments	Completed pre-placement	<input type="checkbox"/>	
Activity / outdoor risk assessments	In place and reviewed	<input type="checkbox"/>	
Dynamic risk assessment training	Staff trained	<input type="checkbox"/>	
Emergency procedures documented	Clear and accessible	<input type="checkbox"/>	

First Aid & Medical

Requirement	Evidence in Place	Yes/No	Evidence Location / Notes
Trained first aider present	All sessions covered	<input type="checkbox"/>	
First aid kits available and checked	Weekly logs in place	<input type="checkbox"/>	
Medical information collected	Pre-placement systems	<input type="checkbox"/>	
Individual medical care plans	Where required	<input type="checkbox"/>	
Incident reporting system	Accident logs and escalation	<input type="checkbox"/>	

Behaviour & Safeguarding Integration

Requirement	Evidence in Place	Yes/No	Evidence Location / Notes
Behaviour policy (relational & trauma-informed)	Implemented	<input type="checkbox"/>	
Safeguarding-first behaviour response	Embedded practice	<input type="checkbox"/>	
Incident recording and review	Systems in place	<input type="checkbox"/>	
Anti-bullying measures	Clear procedures	<input type="checkbox"/>	

Equality, Diversity & Inclusion

Requirement	Evidence in Place	Yes/No	Evidence Location / Notes
EDI Policy compliant with Equality Act 2010	In place	<input type="checkbox"/>	
Inclusive practice embedded	Staff trained	<input type="checkbox"/>	
Reasonable adjustments provided	Individualised support	<input type="checkbox"/>	
Monitoring of outcomes	Data reviewed	<input type="checkbox"/>	

Lone Working & Safeguarding

Requirement	Evidence in Place	Yes/No	Evidence Location / Notes
Lone Working Policy in place	LA-aligned	<input type="checkbox"/>	
Check-in / check-out system	Operational	<input type="checkbox"/>	
1:1 risk assessments completed	Documented	<input type="checkbox"/>	
Communication systems active	Staff monitored	<input type="checkbox"/>	

Attendance, Engagement & Outcomes

Requirement	Evidence in Place	Yes/No	Evidence Location / Notes
Attendance monitored	Recorded and reviewed	<input type="checkbox"/>	
Learner engagement tracked	Observations and reports	<input type="checkbox"/>	
Progress shared with commissioners	Regular updates	<input type="checkbox"/>	
Review meetings attended	Multi-agency approach	<input type="checkbox"/>	

Quality Assurance & Monitoring

Requirement	Evidence in Place	Yes/No	Evidence Location / Notes
Policies reviewed annually	Scheduled review cycle	<input type="checkbox"/>	
Incident trends monitored	Data analysis	<input type="checkbox"/>	
Staff supervision in place	Reflective practice	<input type="checkbox"/>	
Continuous improvement systems	Evidenced	<input type="checkbox"/>	
