

**West Sussex Alternative Provision College
Incorporating APC Online/Chalkhill**

Key Contacts		
Position	Name	Email address
Executive Head Teacher	Doug Thomas	hcentral@wsapc.co.uk
Director of Learning	Philip Edkins (DSL)	
Chief Operations Officer and Head of Medical Provision	Sam Channon	
Head of School Crawley	Alex Jones (DSL)	ajones@wsapc.co.uk
Head of School Burgess Hill	James Walters (DSL)	jwalters@wsapc.co.uk
Head of School Lancing	Nicky Channon (DSL)	nchannon@wsapc.co.uk
Head of School Littlehampton and Chichester	Clinton Groves (DSL)	pedkins@wsapc.co.uk
APC Online	James West (DSL)	apconline@wsapc.co.uk

School Details			
	Yes	No	Comment
Registered DFE Number	X		<p>WSAPC - 938/1110 (inc. APC Online) https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/131182</p> <p>WSAPC Chalkhill 938/1109 (inc. Springtide) Chalkhill Education Centre, Chalkhill Hospital - GOV.UK (get-information-schools.service.gov.uk)</p>
OFSTED Inspection	x		<p>WSAPC: 13/3/2018 – Good Information West Sussex APC (apcollege.co.uk)</p> <p>Chalkhill Education Centre: 22/02/2023 – Outstanding Information West Sussex APC (apcollege.co.uk)</p>
School TYPE	X		<p>PRU https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/131182</p>

Staff / Volunteer Recruitment			
	Yes	No	Comment
Qualifications, verified	X		<ul style="list-style-type: none"> Checked & verified at interview stage and data held on MIS, including QTS numbers.
Enhanced DBS. Check without disclosure completed for all staff/volunteers	X		<ul style="list-style-type: none"> Processed during pre-employment period, and start date confirmed once DBS is issued and verified. Information held on School SCR.
Identification verified	X		<ul style="list-style-type: none"> Checked & verified at interview stage

Policies and Procedures			
	Yes	No	Comment
Admissions and register	X		Information West Sussex APC (apcollege.co.uk)
Attendance and register	X		Information West Sussex APC (apcollege.co.uk)


Health and Safety (include Risk Assessments)	X	Information West Sussex APC (apcollege.co.uk)
Educational Visits and Outings	X	Information West Sussex APC (apcollege.co.uk)
Code of Conduct and Behaviour (to include drugs policy and anti-bullying policies)	X	Information West Sussex APC (apcollege.co.uk)
Data Protection	X	Information West Sussex APC (apcollege.co.uk)
Equality information and objectives (public sector equality duty) statement for publication	X	Information West Sussex APC (apcollege.co.uk)
Child Protection / Safeguarding	X	Information West Sussex APC (apcollege.co.uk)
Sex and Relationships Education	X	Information West Sussex APC (apcollege.co.uk)
Complaints	X	Information West Sussex APC (apcollege.co.uk)
Statement of procedures for dealing with allegations of abuse against staff	X	Information West Sussex APC (apcollege.co.uk)
Visitor Policy	x	Information West Sussex APC (apcollege.co.uk)

Insurance	
Public Liability	
Name of policy holder:	West Sussex County Council via Risk Management Partners Ltd
Date of commencement of insurance:	29 September 2023
Date of expiry:	28 September 2024
Motor Vehicle	
Name of policy holder:	West Sussex County Council via QBE UK Ltd
Date of commencement of insurance:	29 September 2023
Date of expiry:	28 September 2024
Policy number:	Y108032FLT0123A

Health and Safety			
	Yes	No	Comment
The premises are fit for purpose	X		
Health and safety arrangements are of an appropriate standard	X		
Security Present	x		CCTV present: <ul style="list-style-type: none"> Burgess Hill

			<ul style="list-style-type: none"> • Lancing • Littlehampton • Crawley
Procedure for security for Front of House on entry and exit	x		<ul style="list-style-type: none"> • Limited access to school • Inventory Signing In technology • Visitor Policy • Front of House staff

Quality of Provision			
	Yes	No	Comment
The commissioned course meets the educational and SEMH needs of each pupil	X		
Teaching and learning is of a high standard	X		
Suitable resources and teaching materials are available	X		
Behaviour management is strong	X		<ul style="list-style-type: none"> • All staff Team Teach Trained
Attendance recording and reporting are robust	X		<ul style="list-style-type: none"> • Attendance Policy in place • Monitored by Attendance officers • Weekly reporting for DOS Placements
Tracking and reporting on progress is robust	X		<ul style="list-style-type: none"> • Half termly / Termly data capture • 4-6 weekly reviews for DOS Placements
Suitable accreditation and other outcomes are on offer	X		<ul style="list-style-type: none"> • GCSE, Functional Skills, BTEC, A Levels, Entry level awards
Due attention is paid to reintegration or progression to post-16 pathways	X		<ul style="list-style-type: none"> • Student readiness for reintegration in monitored monthly • Reintegration plan used to support students on exit • Tutors and Pastoral leads support with post 16 applications and transition.

Agreement
I confirm the information provided is correct
I confirm that I will inform all Stakeholders immediately if there are any changes that would require an amendment to this form
 Signed:
Print Name: Doug Thomas
Position: Executive Head Teacher
Date: 29 September 2023