

The ReConnect Programme – Letter Of Assurance

To Whom It May Concern,

This letter provides assurance regarding the services offered by The ReConnect Programme as an Alternative Provision partner. ReConnect delivers safe, high-quality and individualised provision designed to re-engage young people in education, strengthen wellbeing and resilience, and support progress towards agreed educational, personal and Education, Health and Care Plan outcomes.

We recognise that commissioners must be satisfied that any placement is safe, appropriate and capable of meeting the young person's identified needs. To support that assurance, The ReConnect Programme confirms the arrangements set out below.

Safeguarding and child protection

Leadership: A Designated Safeguarding Lead and trained deputies are in place, with clear arrangements for reporting and responding to concerns.

Training: Staff receive safeguarding and child protection training appropriate to their role, including Prevent awareness, managing disclosures, professional boundaries and the expectations of current statutory guidance.

Practice: Safeguarding policies and procedures are reviewed regularly, shared with staff and embedded through induction, supervision, quality assurance and ongoing professional development.

Information sharing: ReConnect communicates relevant safeguarding information with the commissioning organisation and makes referrals to statutory services whenever this is required to protect a child or young person.

Safer recruitment and suitability checks

ReConnect maintains an SCR-equivalent central vetting record and completes checks appropriate to each role. These include identity, right to work in the UK, employment history, references, qualifications where required, and relevant Disclosure and Barring Service checks. Enhanced DBS checks are obtained for eligible roles, with children's barred list checks undertaken only where the role involves regulated activity and the check is legally permitted. Overseas checks and other suitability enquiries are completed where applicable.

ReConnect will inform the commissioner of any material change to staffing or safeguarding arrangements that could affect the safety or suitability of a placement, subject to lawful information-sharing requirements.

Health, safety and duty of care

Risk management: Suitable organisational, site, activity, transport and individual risk assessments are completed and reviewed, with reasonable adjustments made for SEND, medical, sensory, communication and emotional-regulation needs.

Emergency arrangements: Clear first aid, accident, incident, emergency and business continuity procedures are maintained. Appropriately trained first aiders are available in line with assessed need.

Duty of care: ReConnect accepts responsibility for the care and supervision of young people while they are attending the provision, within the arrangements agreed with the commissioner and parent or carer.

Policies, procedures and data protection

ReConnect operates a controlled suite of policies and procedures covering safeguarding, safer recruitment, staff conduct, health and safety, risk assessment, behaviour and relationships, attendance, first aid, medication, educational visits and transport, equality and inclusion, complaints, whistleblowing, data protection and incident reporting. Current copies and supporting evidence are available to commissioners on request, subject to confidentiality and data protection requirements.

Curriculum, support and outcomes

Provision is planned around referral information, assessed need, agreed placement objectives and, where applicable, EHCP outcomes. Learning may include Functional Skills English and Mathematics, GCSE support, AQA Unit Awards and vocational, creative, practical and personal development pathways. ReConnect records attendance, engagement, progress, achievements and relevant welfare information and reports to commissioners at agreed intervals.

Quality assurance and partnership working

ReConnect monitors the quality and impact of its provision through leadership oversight, staff supervision, session and practice observations, learner and stakeholder feedback, review of incidents and safeguarding information, progress reporting and policy audit. We work collaboratively with commissioners, families and relevant professionals to review placements, share information and make timely adjustments where a young person's needs or risks change.

Commissioner access to evidence

Subject to legal, safeguarding, confidentiality and data protection restrictions, ReConnect can provide or make available evidence relevant to commissioner due diligence, including:

- confirmation of appropriate safer recruitment and DBS checks;
- safeguarding, health and safety and operational policies;
- staff training and qualification information relevant to the placement;
- risk assessments and emergency arrangements;
- attendance, progress and placement review reports; and
- quality assurance information and agreed improvement actions.

Limit and status of this assurance

This letter records ReConnect's organisational arrangements at the date of issue. It supports, but does not replace, the commissioner's own due diligence, placement planning, risk assessment, contractual responsibilities or continuing oversight. Any assurance relating to a named individual, specific member of staff or particular placement will be provided separately where required and lawful.

Closing assurance

The ReConnect Programme is committed to working openly and in partnership with commissioners to secure safe, appropriate and positive outcomes for every young person. If further information or documentary evidence is required, please contact us.

Yours sincerely,

Chris Sodey

The ReConnect Programme

www.reconnect1-1.com

admin@reconnect1-1.com