

### KACL Requirement Checklist 2018-2019

Item:	Deadline:	Y/N	RAG
<b>Timetable</b>	<b>2 days</b>		
1. Enrolment forms	10 days		
2. Course evidence files	10 days		
3. Progression data	12 weeks after course completion, provider contacts learner. 10 days to inform EB/ NL of progression outcome.		
4. Safeguarding and Prevent Incident logs/ Prevent Risk Assessment	Return by noon on 5 <sup>th</sup> working day of each month  Please notify NL/ EB ASAP if any incidents and please note new tick box on logs to indicate status.		
5. H and S audit	Friday noon 24 <sup>th</sup> August 2018		
6. Policies except online safety and children's safeguarding( these are amended by September 2018)	Friday noon 24 <sup>th</sup> August 2018		
7. Online safety and children's safeguarding	Friday noon 14 <sup>th</sup> September 2018		
8. Insurances : -employer liability -public liability -professional indemnity	5 working days after renewal		
9. Risk Assessments	Submitted each term Existing venue- 7 days before course start New venue- 14 days before course starts		
10. Annual accounts	Monday noon 30 <sup>th</sup> July 2018		

### **Quality Assurance:**

Item:	Deadline:	Yes/ no:	RAG:
1. All reports- Learning walks and OTLAs will be returned to the tutor and manager	10 days		
2. Action plans from tutors and managers returned to NL/ EB	10 days		

### **Expectations of tutors when visited:**

1. Check the ID of the visitor, even if it is someone you know.
2. Check the photograph and date on the badge- the photograph should be recent and within 3 years.
3. Ask the visitor to sign in – they should sign in at reception/ main entrance if this applies to your centre and always in your classroom on your register.
4. Introduce the visitor to the group.
5. Have your register and course file including lesson plans, sow, learner profile, etc available for scrutiny.
6. Contact KACL if you have any concerns or queries.

### **Tutors and Volunteers delivering on KACL provision:**

The KACL Manager will approve the involvement of tutors and volunteers on provision subject to contract compliance and the items below.

The following MUST be submitted to EB/ NL for all tutors and volunteers delivering on provision:

1. DBS enhanced- copy to be sent to EB/NL
2. Qualifications (teaching and other relevant qualifications)- copies to be sent to EB/ NL
3. CV
4. Safeguarding and Prevent certificates completed

***In terms of safer recruitment, providers should also obtain 2 recent references and should be aware of any gaps in an employee's history/ CV.***