

QUALITY ASSURANCE

QUALITY IN TUTORING LTD

www.qualitytutoring.org.uk

Quality In Tutoring Ltd is a registered company in England and Wales (Company No. 10050813) with a registered address at 128 City Road, London, EC1V 2NX. We are an approved Crown Commercial Service (CCS) supplier and a UK registered learning provider (UKPRN).

Quality Assurance Report

Effective Date: April 2026

Reviewed Annually

1. Introduction

Quality in Tutoring Ltd provides high-quality alternative provision, SEN/SEND support, and academic tutoring across KS3, GCSE, and A-Level. We work with schools, local authorities, and families to deliver personalised education pathways that help narrow the attainment gap and support young people to thrive academically and personally.

This report outlines our quality assurance framework, ensuring our services are **safe, consistent, and effective**.

2. Safer Recruitment

- Recruitment follows our Safer Recruitment Policy.
- All staff and tutors must:
 - Hold an enhanced DBS check.
 - Provide verified references and qualifications.
 - Complete an induction covering safeguarding, data protection, and company policies.
- We only contract tutors who meet strict vetting and safeguarding requirements.

3. Safeguarding and Child Protection

- Safeguarding is overseen by a Designated Safeguarding Lead (DSL), supported by a Deputy DSL.
- All staff complete annual safeguarding and Prevent training, aligned with *Keeping Children Safe in Education (KCSIE)*.
- Concerns are reported and logged in line with our Reporting Concerns Policy, with clear escalation routes.
- Safeguarding policies are reviewed annually and shared with all staff and stakeholders.

4. Data Protection and Confidentiality

- Quality in Tutoring Ltd is registered with the ICO and fully complies with UK GDPR and the Data Protection Act 2018.
- Data is stored securely on Google Workspace and TutorCruncher, with access restricted by role.
- Staff are prohibited from storing company or learner data on personal devices or accounts.

- All staff sign a Data Protection and Safeguarding Agreement.

5. Professional Standards and Conduct

- Staff follow the Code of Conduct, which requires:
 - Professional behaviour and boundaries.
 - Respect, inclusivity, and equality.
 - Adherence to safeguarding and data protection.
 - Ongoing CPD (Continuing Professional Development).
- Standards are monitored, and non-compliance is managed under company procedures.

6. Quality of Teaching and Learning

- Lessons are planned around individual learning pathways, aligned with EHCPs, school targets, and commissioner requirements.
- TutorCruncher is used for recording attendance, lesson notes, and reporting progress.
- Monitoring includes:
 - Lesson observations.
 - Feedback from learners, parents, and commissioners.
 - Regular reviews of learning outcomes.
- All teaching is evidence-based, inclusive, and adapted for SEN/SEND learners.

7. Monitoring, Reporting, and Improvement

- Parents and schools access a secure portal to view progress and attendance in real time.
- Staff attend PEP meetings and liaise with multi-agency professionals (e.g., social workers, speech and language therapists, educational psychologists).
- Quality assurance reviews are conducted termly and annually, covering safeguarding, teaching quality, and compliance.
- Complaints are managed under the **Complaints Policy** with clear escalation procedures.

8. Insurance and Risk Management

- Quality in Tutoring Ltd holds appropriate professional indemnity, public liability, and employer's liability insurance.
- Risk assessments are conducted for face-to-face teaching, with safeguarding checks completed before tuition in homes or community venues.

9. Cyber Security and Approved Applications

- The company complies with Cyber Essentials standards.
- All devices used must run a supported operating system (Windows 11, macOS Sonoma, iOS/iPadOS 18.6).
- Only approved applications may be installed, including:

- Microsoft 365
- Google Workspace
- TutorCruncher
- Secure video platforms (e.g., Zoom, Teams, Google Meet)
- Staff receive annual Cyber Security training, and compliance is tracked via audits.

10. Continuous Improvement

We are committed to continuous improvement through:

- Annual review of all policies and procedures.
- Ongoing CPD and training for staff.
- Feedback analysis from parents, schools, learners, and commissioners.
- Benchmarking against DfE and Ofsted standards for Alternative Provision.

11. Conclusion

Quality in Tutoring Ltd maintains high standards of safeguarding, data security, and teaching quality. Through robust recruitment, monitoring, and accountability systems, we deliver safe and effective education to every learner.

Signed:

A handwritten signature in black ink, appearing to be 'A. H. H.', written in a cursive style.

Quality in Tutoring Ltd