



Quality Assurance Policy

Aim:

Nurture Space Limited will aim for continuous improvement in the quality of all aspects of the work it undertakes. Through seeking feedback from commissioning bodies and schools, monitoring the outcomes for the children we work with and through feedback from staff working for Nurture Space Limited, we aim to develop an action plan cycle that informs the development of the services we provide.

Quality Assurance Procedures:

Qualifications and experience of staff

All staff working for Nurture Space Limited will have the relevant qualifications to carry out the role that has been assigned to them:

- Lead Tutoring roles – Qualified Teacher Status
- Support Tutor roles – Level 3 in Child development / Education / support staff or other relevant level 3 qualification.

It is important that staff have a raised awareness and experience of working with children in a therapeutic way. Experience in this area will be discussed and noted during the recruitment process. Ongoing update training will be provided to staff through internal and external CPD as and when appropriate.

Prior assessment of needs:

Nurture Space Limited recognises that children are individuals, with individual needs.

To ensure that all work carried out with children is targeted to their individual needs, Nurture Space Limited uses both Boxhall® assessment tools and SDQ (Goodman's Strengths and difficulties questionnaires) prior to undertaking most of the work with children. The results of these feed into the Development plan that is agreed in advance with the commissioning body / school prior to working with a child. These include clear targets and an outline of how these targets will be met.

Progress Report – Each session carried out with a child, is subject to the lead Nurture Space staff member completing a Progress Record. This record includes:

- Details of activities
- Levels of child engagement
- Observations of child's emotional responses to activities
- Next Steps – outlining plans for next session

Observations – All staff members working for Nurture Space Limited, will receive at least two observations annually. The observation will include:

- Observation of interactions with children
- The range of suitable activities carried out during the session
- Impact of those activities towards the child's targets-

Internal support –

Nurture Space Limited is committed to supporting all staff that work within the organisation. This includes regular meetings to discuss specific work that is being carried out. Meetings will include:

- Review of Progress Reports
- Review of individual children's targets
- Difficulties staff members may be having and strategies to try and resolve these
- Review of any resources or further training that may be useful in overcoming any difficulties.
- Ensuring support for staff members wellbeing and mental health through having access to a Mental Health first Aider within the organisation.

Feedback –

Nurture Space Limited is committed to being open and create strong and productive communication channels throughout their work with a commissioning body or school. During all meetings, feedback will be sought to ensure that Nurture Space is continuing to deliver the support expected.

Where possible, Nurture Space Limited will invite and seek written feedback from commissioning bodies and schools on the work carried out. This may be done during the final meeting with the commissioning body or school or via a feedback document sent to the commissioning body or school following the completion of the work with them.

Date of Policy – May 2024

Review Date of Policy – May 2025

Policy produced by – Ruth Moor (Director of Nurture Space Limited)

Signed

A handwritten signature in black ink, appearing to read 'Ruth Moor', written over a horizontal line.