



Our aims and objectives

What do we stand for?

- NRCSE is committed to the support of effective, community-led, supplementary education that complements the learning of children and young people attending mainstream school.

And why?

- because every child has a right to an education that enables him or her to achieve to the very best of his/her abilities and to fulfill his/her aspirations

Mainstream schools cannot achieve this alone

Establishing a new supplementary school

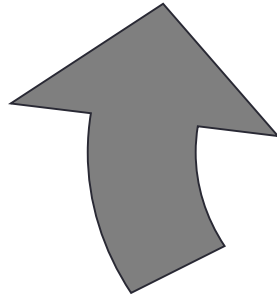
First.....

- 1. Do your research**
- 2. Decide on your aims**
- 3. Find suitable premises**
- 4. Get the money right**
- 5. Find your staff**
- 6. Start planning for the children and their learning**
- 7. Keep records**
- 8. Monitor and evaluate**
- 9. Plan**

Set your aims

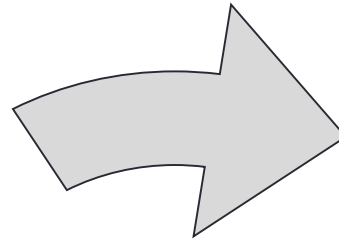
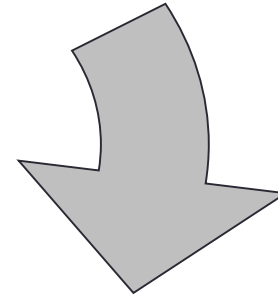
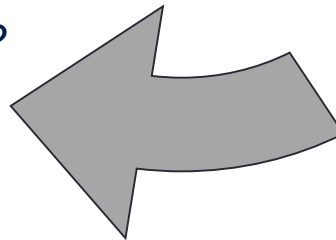
What gaps are there,
how might you fill them?

What are you aiming
to achieve?



What is already
available locally?

What do parents, children
young people want?



Set up and run

- **Need for management committee**
- **Decide what tasks need to be done and who will do them**
- **Find premises that provide a safe and effective environment for children to learn**
- **Get every parent to complete a registration form for each child. Include:**
 - **Name, postcode, DOB, mainstream school**
 - **Data protection statement and policy**
 - **Mainstream school**
 - **emergency contact;**
 - **health and GP details;**
 - **consent for photographs, trips, special activities**

Safeguarding

- Child protection policy and procedures
- Named responsible person
- Rigorous recruitment and selection process
- Written code of behaviour
- Training plan and supervision
- Complaints and Whistle-blowing policies
- Information for children and parents on where to go for help
- Risk assessment including off-site
- Guidance on internet use
- Policies on bullying and health and safety

Finances

- Budget effectively
- Manage finances wisely
- Account openly for all income and expenditure

Employment law and safe recruitment

8 steps to recruiting safely

Step 1 Application form

Step 2 References

Step 3 Identification

Step 4 The interview

Step 5 DBS checks – ‘regulated activity’

Step 6 Induction and trial period

Step 7 Supervision

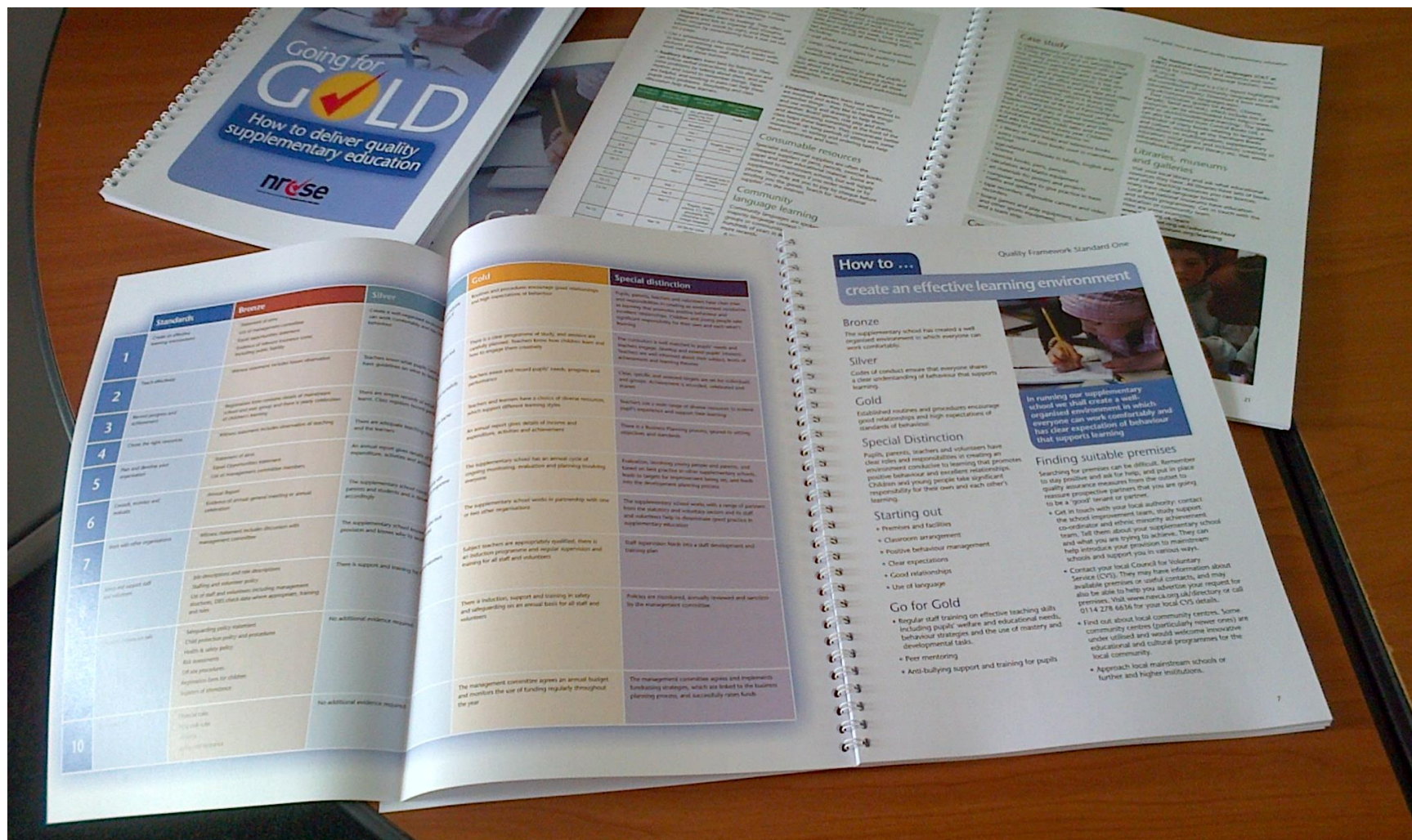
Step 8 Appraisal and training

To deliver quality supplementary education

- **Follow** the Code of Practice
- **Read** the 'How to deliver quality supplementary education' manual
- **Use** the online Quality Framework Bronze self-assessment tool
- **Ask** for advice and guidance from quality development advisers and mentors
- **Attend** training (open, full-day and modular accredited)
- **Present** your school at Quality Framework Recognition Meetings

To access all of these tools supplementary schools just need to join NRCSE

How to deliver quality supplementary education



Online self-assessment tool

National Resource Centre for Supplementa... 0 + New Edit Page SEO Performance Memberships Events

Bronze self-assessment

Step 6 of 9 - Select and support staff and volunteers

66%

Select and support staff and volunteers

M: Do you have job descriptions for each staff member and role descriptions for volunteers?

☒ Yes
☐ No

Excellent, your Quality Framework mentor will need to see these when s/he visits your schools and will note that s/he has done so in the Witness Statement.

N: Do you have a staffing and volunteer policy?

☐ Yes
☒ No

N1/ We advise trustees to ensure they are aware of the changes and updates in the area of staff recruitment and safeguarding through the DBS website. The legislation is complex and trustees should consider taking professional advice where necessary. It is also important to remember that disclosure and barring services are all part of a safer recruitment regime and do not remove the need for charities to develop and apply robust recruitment procedures, including checking identity, qualifications and references and enquiring into career history.
<https://www.gov.uk/disclosure-barring-service-check/overview>

N2/ Download this template: [NRCSE staff volunteers policy](#)

O: Do you have a list of staff and volunteers showing roles within your school, management structures, hours and pay where relevant, training attended, and DBS check details where appropriate?

☒ Yes
☐ No

Excellent, put a copy of this document in your Bronze Management File

Quality Framework Peer Recognition



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Join the NRCSE

The National Resource Centre for Supplementary Education has re-opened as an independent charity. We continue to offer the same membership benefits to supplementary schools, Saturday schools, after-school projects,...

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