Company Name	Quality Assurance Policy-Internal Verification
Person Responsible for Policy	Adam Clements
Date of Last review	25/8/26
Next Review Due:	25/8/27

Aim

The aim of this Quality Assurance Policy is to affirm Kick-Off Sports commitment to maintaining high standards in the lessons and services which we deliver.

Quality Assurance

The management will regularly review and evaluate **Kick-Off Sports lessons and practices.**

Kick-Off Sports commits to:

- Using all reasonable endeavours to make available the agreed teaching sessions at the times agreed with the school, local authority, parent or carer or provider. **Kick-Off Sports** will liaise with those responsible for the students to facilitate as seamless a process from enrolment to beginning lessons.
- Ensuring that all staff have an enhanced DBS linked to **Kick-Off Sports.** This process requires: identity checks; making sure all prospective teachers are based in the UK; and that all are fully qualified to teach.
- Providing staff with full training/induction before the delivery of any teaching -support services, at regular intervals. Looking at safeguarding processes.
- Ensuring our staff are able to maintain a professional yet personable manner with students and are able to manage students, keeping them on task and setting work which is challenging and appropriate.
- Quickly and effectively dealing with any challenging behaviour in lessons whilst raising

any behavioural or safeguarding issues immediately with the school, Local Authority, parent or guardian.

- Providing support both prior to and during any lessons within office hours to aid the smooth running of sessions.
- Providing feedback reports on each student 24 hours after each lesson showing areas covered, attendance and engagement.
- Carrying out an individual assessment of the students' needs, strengths and weaknesses in the first lesson of a booking. Subsequent assessments will be then carried out periodically across a booking. Results of these assessments will be fed back to the school, Local Authority, parent or guardian.

In order to maintain the standards of our service, Kick-Off Sports will:

- Observe all staff/support services on a regular, unannounced basis in order to maintain high standards of teaching and delivery.
- Hold regular line management meetings to evaluate lessons, acting on any areas that need intervention and feeding back on best practice to other members of staff.
- Ensure that line managers review feedback on lessons both from students' and staff and to act on any areas of concern and to share best practice and positive comments.
- Run regular refresher training courses for tutors to maintain consistency of delivery as well as sharing best practices.
- Ensure the Manager reviews the educational content to keep it up to date and relevant to exam board specifications and the National Curriculum.
- Liaise closely with the client on all aspects of the students' lessons with Kick-Off Sports.
- Reviewing internal policies/procedures involving safeguarding- including training, health and safety, insurance, student referral, safer staff recruitment, service level agreement, induction, data protection, student progress-feedback etc.
- Regularly meeting with QA Governing body to address/update/initiate procedures/processes meeting a high level of quality assurance.