Services for Schools, Academies and Educational Institutions – Traded Services Extended Summaries – Version December 2018

Introduction
We have the strength and knowhow to help your institution achieve. Many of our services have been provided to local authority maintained schools for many years and in the last few years to academies and educational institutions across the Humber region.

Our services cover the following areas critical to the smooth functioning of any school, academy or college:

1. Management and Governance
2. Teaching and Learning
3. Facilities Management
4. Pupil-focused Services
5. Insurance and Reputation

This provides a handy list of all the services available. Most services listed are offered to local authority maintained schools and academies in the East Riding, some may also be available to other educational institutions in and bordering the East Riding. Individual service summaries are available as individual pdf documents from the East Riding of Yorkshire Council website www.eastriding.gov.uk or by contacting traded.services@eastriding.gov.uk.

1. Management and Governance
   • Academy Admission Appeals
   • Corporate Billing
   • Payment Services
   • Financial Management Support and Training
   • Health and Safety Services
   • Human Resources
   • Legal Services
   • Occupational Health
   • Payroll
   • Procurement Services
   • Governor Support Service including clerking for academy trust boards and LGB’s
   • School Improvement Services
   • Children’s Performance and Intelligence Service
   • Travel and Subsistence Claims

2. Teaching and Learning
   • East Riding Safeguarding Children Board Training
   • Education Visits and Outdoor Learning Service
   • Newly Qualified Teachers - Appropriate Body Service

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3. Facilities Management

- Building Cleaning
- Building Facilities; *inc. reactive and cyclical maintenance, asbestos management and out-of-hours emergency services*
- Building projects and site re-modelling
- Caretaking
- Grounds Maintenance and Play Ground Inspection Service
- ICT Services; *inc. MI support, broadband & filtering, backup, infrastructure and training*
- Pest Control
- School Meals Catering *inc. heavy duty equipment repair and maintenance*
- Waste Management

4. Pupil-focused Services

- Behaviour Support Team
- Education Welfare Services; *inc. parenting support, case work supervision and training*
- Road Safety Training; *including scooter, bicycle, balance bike and pedestrian training*
- School’s Library Service
- School’s Music Service; *including instrument and vocal tuition*
- School’s Swimming Programme
- Sensory Support Equipment Services; *including loan of software and equipment*

5. Insurance and Reputation

- Crisis Public Relations
- Data Protection Training and Support Service
- Disclosure and Barring Service (*details on request*)
- Equality and Diversity
- School Website Information Audit

The following pages provide a bullet point listing of services that may be purchased under service level agreements or as one off services.
Academy Admission Appeals
• Recruitment, appointment and training of independent school admission appeal panel
• Provision of appeal panel clerking
• Administration of appeal process

Behaviour Support Team
• Preventative training to support schools with pupils with challenging behaviour
• Guidance in relation to all aspects of social, emotional and behavioral management
• Case work support consultations
• Whole school, class, group development and individual CPD

Building Cleaning
• Routine term time only school building cleaning services
• Periodic cleaning during school closures
• High level cleaning
• Specialist cleaning following outbreak of infections and post event activity

Building Facilities
• Reactive maintenance support including regular planned visits and issue resolution
• Cyclical maintenance of utilities, ventilation, lifting equipment, access, security, alarms
• Asbestos management, training and triennial audit plus asbestos removal projects
• Out of hours emergency call out 365 days a year
• Building condition surveys
• Building projects including site re-modelling
• Waste management and recycling services including waste auditing
• Grease trap emptying

Caretaking
• Building routine caretaking duties
• Specialist additional services related to boiler duties
• Supervision of cleaning staff

Children’s Performance Team
• Guidance on statutory returns and MI systems including FFT Aspire and RAISEonline
• Statutory return census checking and validation and advice on reporting
• School Data Pack production
• Key indicator reporting and analysis

Crisis Public Relations
• Bespoke package designed to enable senior managers respond to challenging publicity
• Can include hands on video training, social media training, stakeholder engagement
• Preparatory risk assessments and pre planning support
• Media monitoring across online media and traditional publications
Data Protection Training and Support Service
- Advice on meeting legislative duties handling Subject Access Requests
- Online learning for all staff and governors
- Advice on records management and keeping information secure
- Data breach support

East Riding Safeguarding Partnership Training
- Online and face to face learning for staff covering awareness of child abuse and neglect
- Online learning on FGM, forced marriage, honour based violence and self-harm

East Riding Supply Service
- Provision of supply staff across a range of school roles and education settings
- Supply staff have all been pre-vetted including for DBS and DfE status and interviewed

Educational Visits and Outdoor Learning Service
- Checking and approval of visits using online assisted service
- Briefings on latest policy and good practice for education visits and outdoor learning
- CPD training for the management of visits and outdoor learning development
- Specialist support and investigation in response to serious accident or incident

Education Welfare Service
- Bespoke Education Welfare Officer support package tailored to the needs of the school or academy trust covering school wide, group and case management support
- Training to support children missing education and persistent absence
- Penalty notice administration

Equality and Diversity
- Guidance and support on equalities legislation and development/revision of strategies
- Support to undertake equality related audits in line with Ofsted guidelines
- Online learning for staff and governors
- Translation and interpreter services

Financial Management Support and Training
- Bespoke package designed to meet the needs of the academy trust
- Review of funding forecasts, deficit reduction plans and cash flow management
- Training in financial controls for staff, governors and trustees
- Short term cover for planned or unplanned absence of key finance staff

Governor Support Service
- Academy Member and Trustee Board clerking
- Local Governing body clerking
- Committee clerking
- Access to National Governors Association e-learning developed by Virtual College
Grounds Maintenance & Playground Equipment Inspection Services
- Operational inspections of fixed play area equipment
- Annual safety inspections of fixed play area equipment
- Repairs to equipment

Health and Safety Services
- Bespoke support to pro-actively assist across the range of health and safety areas including policy development, risk assessments, audits and best practice guidelines
- Support to reactive events including complaints and accident investigations
- Training and briefings
- New site audits

Human Resources
- Bespoke package of advice and guidance on a wide range of employment matters
- Policy development, pay and conditions development, template document sets
- Support on individual and collective issues, job evaluation and employee relations
- Briefings in response to changes in legislation and good practice

ICT and School Information Management Services
- Strategic infrastructure planning including multi site integration
- Internet connectivity and filtering
- Capita SIMs and ScholarPack management information and support services
- Engineer support packages
- Server storage and infrastructure support and offsite backup services

Legal Services
- Legal advice on a pay as you go basis provided there is no conflict of interest

Newly Qualified Teachers
- Appropriate Body function for the induction period of NQTs
- Face to face and online management of the process
- Training for induction tutors

Occupational Health
- Guidance on the management of health and wellbeing of employees
- Access to qualified occupational health nurses
- Medical screening, aids and adaptations support, risk management
- Referral services including physiotherapy, counselling, GP reports, OH physicians

Pay Services
- Full pay service with iTrent access option
- Increment and pay award compliant and retrospective payments
- Full statutory compliance, pension and third party deductions, tax and year end
- Payment of travel and subsistence expense claims, submit P11D expenses to HMRC
Pest Control
- Site surveys, pest identification, control guidance, monitoring and reporting
- Treatment for a range of pests including animals, birds and insects
- Pest proofing

Swimming – Primary Schools
- Management and coordination of swimming facility hire and swimming tuition

Road Safety Training
- Cycle (Bikeability), pedestrian and balance bike training

School Improvement Services
- Improvement Partner consultancy, HT performance management and data review
- Support matched to school need and Ofsted outcome
- CPD access at reduced rates

Schools Library Service
- Loan of learning resources from foundation stage to Key stage 3
- Books selected to match needs of national curriculum
- Advisory visit to support stock review and Ofsted requirements

Schools Music Service
- Instrumental tuition and classroom curriculum tuition
- Instrument hire and purchase guidance
- Group and ensemble music making opportunities

Sensory Support Equipment Services
- Loan of equipment and software to meet identified sensory needs of pupils
- Guidance to enable the school meet statutory responsibilities to enable children access school work and continue their education

School Meals Catering Services
- Operational and technical support geared to the catering arrangements of each school
- Support on menu planning, nutrition, allergens, risk assessment, COSHH, training
- Access to procurement frameworks for food, drinks and supplies
- Heavy duty catering equipment repair and maintenance

Further Information
If you would like to discuss how we support your organisation please contact:
The Traded Services Team
Telephone: (01482) 392854
Email: traded.services@eastriding.gov.uk

Note: services offered are subject to change and may be withdrawn at any time. Service summaries should not be relied upon to support any service level agreement offer or any subsequently agreed contractual arrangement.