



## **Subcontractor policy**

### **Introduction**

WiEducate aims to provide a high-quality service. Therefore, we implement a strict policy for identifying the need and the best possible provider ensuring that WiEducate quality requirements are satisfied and that DFE legal expectations are in met. We commit to ensure that the process to identify a subcontractor is transparent, inclusive, refrains from conflict of interest and is legitimate.

### **Definition**

Subcontracting is a business arrangement in which a company (the main contractor) hires another company or individual (the subcontractor), to perform part or all of a contract's obligations. However, the main contractor retains overall responsibility for the entire operation. The subcontractors are based in an educational context, with the ability to provide learners with a course that enables to achieve a qualification.

### **Why would we consider a subcontracting approach in this instance**

During our consultation process we may identify EHCP needs that the organisation does not have the relevant expertise to provide and/or qualification for the subject. As a result, we would look to fulfil these needs with an external education provider if appropriate. These providers will be able to provide an appropriate course or resource which has the potential to result in a qualification. The provider themselves will be accredited with a high record of delivery success.

### **Due diligence/ subcontractor eligibility (on site)**

To ensure that our learners are met with the highest level of education available we conduct a thorough eligibility check. As follows: -

- The provider must be a Legal entity
- Deliverers within the business must have the relevant / and a current DBS check
- Business must hold a activate UK PRN and UK RLP registration numbers
- Businesses must return a positive Experian credit score check
- Deliverers must have evidence of PREVENT and safeguarding training refreshed within the last 12 months



- All deliverers must be suitably qualified in their expertise with evidence of qualifications which must be provided before the commencement of the contract.
- The sub-contractor must be able to provide 2 references demonstrating their competency and good character

An eligibility form is used to capture all the relevant information to assess any potential provider.

## **Due diligence/ subcontractor eligibility (off site)**

### Off-Site Eligibility requirements

In addition to the on-site requirements, subcontractors delivering services off-site must also demonstrate:

- Health and Safety: Evidence of a comprehensive health and safety risk assessment for the learning environment. This must be in line with Wieducate standards
- Safeguarding Structure: The presence of a dedicated safeguarding officer.
- Data Protection Compliance: A documented and compliant GDPR policy.
- Safe Environment: Evidence that the external learning environment is safe and secure for learners.

## **Quality assurance**

The subcontractor is subject to the same quality assurances that are held at WiEducate.

To ensure this is upheld initially we will hold weekly quality checks, further on extending to a half term basis (six weeks) as confidence is raised with their delivery process. Learner and parent feedback will also be considered into our quality assurances. Subcontractor feedback will be considered too regarding their thoughts to learners and if the course is applicable to them.

Issue	Date	Reason for change	Approved by
1.0	26/11/2024	First Draft	Emma Goodman





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