



RICHMOND HOUSE SOCIAL CARE RESIDENTIAL

BUDLEIGH HOUSE



Welcome to Budleigh House!



Our classrooms adhere to educational standards and remain uncontroversial.

Our focus continues to be on providing a neutral, fact-based learning environment for all students.



Alternative Provision Induction Pack

AP Instructor

Head of Service



Mr Al Karaki

Safeguarding Lead, Fire Marshal

AP I nstructor

Registered Manager



Mrs Okasheh

Deputy Safeguarding Lead - Fire Marshal

AP Teaching Assistant

Student Support Coordinator



Mrs Bullement

Deputy Safeguarding Lead - Fire Warden

Teaching Assistant &

Children's Support Worker



Miss Shepherd

First Aider & Fire Safety

Teaching Assistant

Children's Support Worker



Mr Bukbuy

First Aider & Fire Safety

Teaching Assistant &

Children's Support Worker



Mrs Doolan

First Aider & Fire Safety

Teaching Assistant &

Children's Support Worker



Teaching Assistant &

Children's Support Worker





Alternative Provision Induction Pack

This induction pack is designed to help you settle in, understand our policies and procedures, and track your progress and assessment throughout your time here. Our goal is to provide you with the support and resources you need to succeed in your learning journey.

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1. Introduction

This induction pack provides essential information about your programme and outlines the policies and procedures in place to ensure a safe and supportive learning environment. Please read through this pack carefully and refer to it throughout your course.

2. Key Contacts

- Programme Lead: Jay Al Karaki
- Student Support Coordinator: Hala Okasheh
- IT Support: Jay Al Karaki

3. Policies and Procedures

Attendance Policy

Regular attendance is crucial for your success. Please inform your Programme Coordinator if you need to miss a session. Consistent attendance will be monitored, and repeated absences may affect your progress.

Code of Conduct

All students are expected to adhere to our Code of Conduct, which includes maintaining good behaviour, respecting others, and following all safety protocols.

Health and Safety Policy

Your safety is our priority. Familiarise yourself with emergency procedures, and report any hazards or incidents to the appropriate staff member immediately.

Safeguarding Policy

We are committed to protecting the welfare of all students. If you have any concerns about your safety or the safety of others, please contact our Safeguarding Officers.



Child Protection Policy

A robust Child Protection Policy is essential for creating a safe environment where children can thrive, free from harm. It requires the commitment and cooperation of all involved to ensure that the rights and well-being of children are upheld at all times.

Complaint Policy

The Complaint Policy aims to foster a culture of transparency, accountability, and continuous improvement by ensuring that all complaints are addressed efficiently and fairly.

4. Learning and Assessment

Learning Objectives

Your programme has specific learning objectives that outline the skills and knowledge you will acquire. These objectives will guide your studies and help you stay focused on your goals.

Tracking Progress

We provide a structured framework to help you track your progress. This includes regular check-ins with your Programme Coordinator, progress reports, and self-assessment tools.

Assessment Methods

Your progress will be assessed through a variety of methods, including:

- Written assignments
- Practical assessments
- Presentations
- Group projects
- Examinations



Feedback and Support

Constructive feedback is essential for improvement. You will receive regular feedback on your work, and our staff is always available to provide additional support and guidance.

5. Resources and Support

Learning Resources

Access a wide range of learning resources, including textbooks, online materials, and study guides, through our library services and learning platform.

Student Support Services

Our Student Support Services are here to help you with any academic or personal challenges. Services include counselling, study skills workshops, and career advice.

IT Services

For assistance with IT issues or to access library resources, contact our IT support and library services. They can help you with login issues, research, and finding study materials.

6. Important Dates and Deadlines

Stay informed about important dates and deadlines, including:

- Course start and end dates
- Assignment deadlines
- Examination periods
- Holiday breaks



7. Forms and Templates

Included in this pack are various forms and templates you may need, such as:

- Attendance sheets
- Progress tracking forms
- Feedback forms
- Assessment submission templates

We are here to support you every step of the way. If you have any questions or need further assistance, please do not hesitate to reach out to your Programme Coordinator or Student Support Officer.

We wish you a successful and enriching experience at Richmond House Social Care Services.



Activities and Resources





Alternative Provision: Safeguarding, Child Protection and Safer Recruitment Compliance Letter of Assurance

Date: September 2026

I confirm that Richmond House Social Care Services complies fully with the Disclosure and Barring Service (DBS) code of practice and safer recruitment requirements, along with the following additional expectations:

- Right to work in the UK check;
- Identity check;
- Employment reference – to include a minimum of 2 employer references covering the last 5 years and including the most recent or current employer;
- Satisfactory enhanced DBS check;
- Barred list check;
- Relevant qualifications.

We strictly adhere to our policy and procedure on vetting all of our employees, which ensures that all people working or volunteering with children or vulnerable adults are appropriately vetted.



Safeguarding Training:

All staff on joining the service will attend:

- Safeguarding training
- All staff will undertake refresher training courses every year.
- All DSLs will be trained appropriately.

We have a comprehensive Child Protection and Safeguarding Policy 2026, which is on our website www.rhscs.org.uk, along with:

- A Whistleblowing Policy
- A Health & Safety Policy
- A staff Code of Conduct

Staff involved in the recruitment and selection will undertake 'safer recruitment training'. All members of staff representing the organisation will wear the school's ID badge.

Regards,

Mrs Hala Okasheh
Registered Manager



RHSC Alternative Provision Safeguarding Checklist

I confirm that the appropriate checks, as detailed below, have been completed in line with the latest version of Keeping Children Safe in Education.

Check	Confirmation that checks have been carried out for all staff, as appropriate, and any accompanying information
Safeguarding Policy	I can confirm this is up to date and is in line with the current KCSIE and is published on our website. A copy has been retained for our records.
Ofsted CQC Report and Grading	I can confirm this has been checked and retained.
Identity check (Identification check guidelines can be found on the GOV.UK website)	I can confirm all staff identifications are completed prior to staff commencing with the placement as part of the recruitment process.
Enhanced DBS Check	I can confirm all staff members have an enhanced DBS check and number, and that this is recorded on the School Central Record
Barred List Check	I can confirm all staff members have an enhanced DBS check, which includes barred list checks
Prohibition from teaching check	I can confirm that all teaching staff members/and support staff who undertake classes have had a prohibition from teaching checks and are cleared to work with young people.
Section 128 Check	I can confirm that Section 128 checks have been undertaken for those staff members in management positions, including members of the governing body.
Overseas Check for those who have lived/worked outside the UK, including record checks for those European Economic Area (EEA Check.)	I can confirm that those staff members who have lived/worked outside the UK have had further, appropriate checks undertaken, including (where necessary) an EEA record check.
Right to work in the UK	I can confirm that all staff members have provided documentation to prove they have



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	the right to work in the UK		
Professional Qualifications	I can confirm, where required, that staff have provided copies of their professional certificates, which are appropriate for their position, and these have been verified as authentic by a member of staff.		
Professional References	I would like to confirm that all staff members have submitted two satisfactory references to support their applications. These references have been thoroughly reviewed and verified by a senior staff member.		
Level 1 - 3 Safeguarding Training	I can confirm that all staff members have completed Level 1 -3 Safeguarding training to include KCSIE.		
Any Comments:			
Signature	H.O. Okasheh	Date	05/09/2026
Name	Hala Okasheh	Position	Registered Manager

Acknowledgement of Receipt

I,, acknowledge that I have received and read the Student Induction Pack for Richmond House Social Care Services. I understand the policies and procedures outlined within and agree to adhere to them throughout my programme.

Signature: _____

Date: _____

This induction pack aims to provide clear guidance and resources to help you succeed. Welcome to Richmond House Social Care Services, and we look forward to supporting you on your educational journey.



Alternative Provision & Costing Framework

To ensure the most effective and supportive placement for each young person, we operate a fully bespoke pricing model that is directly tailored to the individual needs of the student, as outlined in their EHCP or student profile.

Our costing is determined through a multi-disciplinary assessment that evaluates the required level of support across several key areas, including:

- Communication and Interaction
- Cognition and Learning
- Social, Emotional and Mental Health
- Sensory and/or Physical Needs

Based on this assessment, we define the necessary support level and structure a personalised package. Our pricing tiers correspond to the following framework:

Our Provision & Costing Framework

1. Early Help Support (Standard Support)

- **Designed for:** Students requiring moderate, targeted support to engage with a broad and balanced curriculum. Needs may include mild SEMH challenges, moderate literacy/numeracy gaps, or requiring a structured environment for reintegration.
- **Staffing:** Typically supported by our teaching staff with additional TA support for group sessions.

2. Targeted Help Support (High Support)

- **Designed for:** Students with more complex and enduring needs, often requiring a personalised curriculum. This includes needs such as autism (ASD), ADHD, anxiety-based school avoidance, and specific learning difficulties (e.g., dyslexia, dyscalculia).



- **Staffing:** Requires a higher staff-to-student ratio (e.g., 1:3), involvement from our pastoral and SEN specialists, and personalised interventions.

3. Specialist Help Support (Intensive/Enhanced Support)

- **Designed for:** Students with severe, complex, or profound needs requiring a highly individualised and therapeutic approach. This may include significant SEMH needs (e.g., trauma, attachment disorders), severe learning difficulties, or complex physical/sensory needs requiring specialist equipment and/or intensive therapy input.
- **Staffing:** Requires a very high staff-to-student ratio (e.g., 1:1 or 1:2), daily involvement from specialist leads (e.g., behaviour therapist, speech and language therapist), and a fully bespoke curriculum.

Next Steps:

To provide you with an accurate and formal quotation, we require an understanding of the individual needs of the student(s). We would be grateful if you could share any available EHCPs or student profiles.

Following this, we highly recommend an **initial assessment** (£250.00), which allows us to:

- Meet the young person.
- Conduct a detailed needs analysis.
- Provide a formal, fixed-price quotation for the proposed placement.

For more comprehensive information about our ethos and approach, please visit our dedicated webpage: www.rhscs.org.uk/ap

We are confident that our needs-led model ensures both value for money and the best possible outcomes for young people. Please do not hesitate to contact me to discuss potential referrals in more detail.