

Quality Assurance Policy

Previous review:	March 2017
Date of review:	November 2020
Date of next review:	November 2023
Contact:	Chief Executive, Education Futures Trust

Our children. Our families. Our community.

Registered Charity Number: 1146171

Company Number: 7852922

Contents

Page:

- 3. Introduction
- 3. About Our Quality Mission
- 4. Independent Framework of our Quality
- 4. Quality Management System
- 5. Communicating Quality Control
- 5. Board of Trustees

Our children. Our families. Our community.

Registered Charity Number: 1146171

Company Number: 7852922

1. Introduction

The Education Futures Trust is a charitable organisation which seeks to advance education for the public benefit in Hastings and Rye, and the surrounding area. We aim to support the establishment, development and delivery of programmes, initiatives and projects that will advance education and enable the participants to derive maximum benefit.

We support the advancement of the aspirations of children and young people, their families and communities. Via our Keyworkers, Coaches and Learning Mentors we provide targeted support for children, both in and out of the school environment, and for adults in the community. We enable people to learn through experience, in particular through opportunities that would not otherwise be available to them.

The Trust also aims to provide support in advancing the education and development of persons working in schools or other institutions/services working in the field of education. We endeavour to share information and recommendations on good practice in the field of education and learning and provide access to innovative ways of learning, including through informal methods of education.

2. About Our Quality Mission

As a charitable organisation our standing within the local community is vital. Our users, partners, supporters and funders have a right to expect our work to be delivered to a measured quality in which consistency, efficiency, effectiveness and cost are all considered. To this end we have adopted the following principles to guide and govern our work seeking quality in all we do:

2.1 Appropriateness

We will ensure that everything we do is underpinned by clear policies and guidelines across all areas of our activity. This is especially in the areas of finances, human resources, work we undertake for others and in work we commission others to do for us.

2.2 Efficiency

By always seeking to secure and provide the best value for money achievable, we will periodically test market conditions to ensure that we are achieving good value in our procurement decisions. We will work collaboratively with others if we can achieve an economy of scale in areas where this is appropriate.

2.3 Feedback and Evaluation

We will capture key performance indicators data across all areas of activity and invite 360-degree feedback from our users, partners and other stakeholders. We will have in place processes to examine the trends arising

Our children. Our families. Our community.

from our work, reflect on these and use this intelligence to inform change or innovation.

2.4 Accuracy

By maintaining a hierarchy of quality assurances and risk assessments.

2.5 Transparency

We will adhere to high standards of governance and transparency by adopting the Charity Commission's Code of Good Governance, ensuring that staff and trustees remain aware of their legal obligations and good practice standards. We will pay particular regard to the Nolan standards by ensuring that at all times we:

- safeguard and promote the organisation's reputation
- act according to high ethical standards
- identify, understand and manage conflicts of interest and loyalty
- maintain independence of decision making
- deliver impact that best meets the needs of beneficiaries.

3. Independent Framework of our Quality

Our organisation has adopted the SQP quality standards - a quality standard accepted and well regarded in the voluntary and community sector.

SQP is a comprehensive set of standards encompassing all aspects of our organisation's performance including having a clear mission and plans to support the needs of our service users, sound financial and risk management, effective governance and a focus on outcomes.

4. Communicating Quality Control

An electronic copy of the Quality Assurance Policy is stored in the Education Futures Trust's shared drive in the 'Policies' folder. Electronic copies of the related policies are also stored in the same folder.

5. Responsibilities

5.1 Staff

Staff are expected to read the policy during their induction. Updates will be shared with staff at staff meetings.

Staff are expected to engage with, and follow, internal and external processes to fulfil the requirements of this policy.

5.2 Chief Executive

The Chief Executive will:

- establish, develop and identify a responsible person for SQP quality standards and system
- ensure that the standards set out in this policy are maintained, monitored and changes made where required

Our children. Our families. Our community.

- report changes to the board of trustees.

5.3 Board of Trustees.

The Education Futures Trust Board of Trustees is ultimately responsible for ensuring that the Education Futures Trust maintains the highest quality standards across its work.

This statement and all its associated policies and documents are approved by the Board and reviewed as indicated. The Board monitors all aspects of Education Futures Trust's work and is regularly required to approve specific initiatives before they may be actioned.