

Service Development Plan

Churchwood Forest School CIC – Non-school Alternative Provision

Reference	V01 – 2026
Ownership	AP Lead
Authorised by	Emma Draper (Director)
Adopted	May 2026
Review	Annually
Read with	Safeguarding Statement of Intent; Self-evaluation / QA audit cycle; Risk Assessment, Health & Safety and Child Protection & Safeguarding policies

1. Context and purpose

Churchwood Forest School CIC operates a non-school alternative provision delivering individually tailored, project-based outdoor programmes for Key Stage 3 young people at its woodland site at Churchwood Valley, Wembury. Placements are typically 6–10 weeks in small groups and support young people who experience barriers to mainstream education, including social, emotional and mental health (SEMH) needs and emotionally based school avoidance (EBSA).

This Service Development Plan sets out our priorities for developing and improving the service over the next 12 months. It is a working document: actions, leads and dates are updated as work progresses and the status column is reviewed each term.

2. How we evaluate and improve the service

Our self-evaluation draws on our quality-assurance and audit cycle, set out in the Safeguarding Statement of Intent (annual audit in October, reported in January), with termly reports to the Education Leadership Team and at least annual reports to the Board. We benchmark our practice against the DfE Non-school Alternative Provision: voluntary national standards (2025), Keeping Children Safe in Education (2025) and the requirements of the Devon County Council Lot 2 Open Framework. Feedback from young people, parents and carers, and commissioning schools and local authorities also informs our priorities.

Status key: Not started • In progress • Complete — updated each term.

3. Development priorities (next 12 months)

Priority	Objective	Key actions	Lead	Timescale	Success measure	Status
1. Compliance, assurance & sustainability	Complete and maintain full compliance with the Devon Lot 2 Open Framework and the voluntary national standards.	Secure Professional Indemnity insurance (≥£2m). Confirm sexual abuse & molestation cover (≥£1m). Register with the ICO and record the registration number. Achieve Cyber Essentials certification. Keep all insurance certificates and the policy suite current on	Director / AP Lead	Within 1 term	Lot 2 check accepted; all insurances and certificates in place; annual policy review completed.	In progress

Priority	Objective	Key actions	Lead	Timescale	Success measure	Status
		an annual cycle.				
2. Workforce development & training	Ensure all staff hold current mandatory training and continue specialist CPD for the cohort.	Complete and record outstanding mandatory training: fire safety / fire marshal, health & safety, data protection / GDPR, and behaviour / de-escalation. Confirm all staff hold at least Level 2 safeguarding (DSL at Level 3, including Prevent). Obtain any outstanding second references. Maintain the central training matrix with provider, date, level and refresher dates.	AP Lead	Ongoing / [date]	100% mandatory training complete and in date on the central record; CPD plan in place for each staff member.	In progress
3. Quality of education, assessment & outcomes	Strengthen how we baseline, track and evidence progress and outcomes.	Embed a baseline → progress → outcomes assessment tool. Use pupil passports linked to EHCP / SEND outcomes. Agree individual outcomes with the commissioner at the start of each placement. Record progress, hold reviews and plan reintegration / next-step transitions.	AP Lead / SENCo	This term	Every placement has a baseline, agreed outcomes and a closing review; positive destinations recorded.	Not started
4. Safeguarding & welfare	Maintain a strong, KCSIE-aligned safeguarding culture.	Annual review of all safeguarding policies against KCSIE updates. DSL supervision and continuing professional development. Annual review of filtering & monitoring with IT support. Maintain same-day information sharing and termly safeguarding reports to ELT / Board.	DSL / Director	Ongoing	Policies current and ratified; supervision logged; audit completed (Oct) and reported (Jan).	In progress
5. Attendance, engagement & family partnership	Maximise attendance and engagement and reduce barriers for EBSA learners.	Same-day attendance recording and reporting to commissioners. Structured induction for young people and families. Regular, accessible communication with parents and carers. Responsive, individualised timetabling.	AP Lead	Ongoing	Attendance recorded and reported daily; improved attendance against placement baseline; family feedback gathered.	In progress
6. Site, health & safety	Maintain a safe, well-managed woodland environment.	Complete the Fire Safety Policy approval date and the annual fire risk assessment / PEEP review. Maintain seasonal, weather and activity risk assessments.	Responsible Person (Fire / H&S)	Termly / ongoing	Current FRA and risk assessments; zero preventable incidents;	In progress

Priority	Objective	Key actions	Lead	Timescale	Success measure	Status
		Comply with insurer operating conditions (rope-swing checks, pond / stream supervision at 1:10, height limits). Maintain first-aid cover and equipment checks.			insurer conditions evidenced.	

Note: *This plan is intended to grow with the setting. Churchwood can add further priorities, named leads, specific dates and progress notes, and may align the review month with the wider policy suite (September) at the next review.*