



Education services for all  
schools, academies and MATs

# 2026-27

# Foreword

The coming year marks an important step forward in our shared commitment to ensuring every child and young person in Devon can thrive in their learning. As part of our ongoing Inclusion & Learning redesign, we are pleased to introduce a strengthened locality model that places relationships, collaboration and early support at the heart of how we work.

From January 2026, our Inclusion & Learning Directorate are now operating through **three Education Quality & Inclusion localities: Exeter & East, North & Mid, and South & West**. Each locality team brings together key functions including early years and childcare, school effectiveness, attendance, inclusion (section 19 duty), Elective Home Education, Children Missing Education, and SEND support and advice. Working more closely with settings, schools, trusts and partners in these place-based teams enables us to build inclusive learning communities rooted in local knowledge and shared responsibility. based teams enables us to build inclusive learning communities rooted in local knowledge and shared responsibility.

Every school will have a **named Inclusion Partner**, supported by Inclusion Support Workers and our extended leadership structure. These roles are designed to strengthen the day-to-day relationships that make the greatest difference - offering consistent contact, earlier identification of need and a clearer line of support for leaders, staff and families. Over time, this approach will support integrated working across services, better use of shared data and an aligned response to attendance, SEND, exclusion, and wider inclusion challenges. to day relationships that make the greatest difference - offering consistent contact, earlier identification of need and a clearer line of support for leaders, staff and families. Over time, this approach will support integrated working across services, better use of shared data and an aligned response to attendance, SEND, exclusion and wider inclusion challenges.

This redesign sits within our wider Inclusion & Learning Strategy and the Devon Local Area SEND Strategy, both of which set out our ambition for a system where inclusion is woven through all aspects of education - not an additional layer, but the foundation of strong, thriving schools.

While some traded service areas are evolving, our commitment to supporting schools remains unchanged. Many much-valued services continue exactly as before, and we are retaining core expertise through project-based work, moderation and the development of high-quality resources such as BookWrites and BookBuds. As always, we remain grateful for the professionalism and partnership of colleagues across Devon during this period of transformation.

The Directory of Services for 2026–27 reflects the breadth and depth of the support available to you - from safeguarding, attendance, SEND and educational psychology, to curriculum support, governance, outdoor education, music, library services, and more. Each service has been designed around what you have told us you value: practical guidance, specialist expertise and a focus on improving outcomes for children.

Thank you for your continued collaboration and commitment.

By working together - within localities, across settings and with our communities - we can create learning environments where every child feels they belong, are supported and can succeed.

## Jack Newton

Interim Deputy Director  
and Head of Inclusion &  
Learning

## Kellie Knott

Deputy Director & SEND  
Strategic Director

## Iain Stevens

Devon Education Services  
Strategy & Delivery Lead



**Devon Education Services**

- One-stop shop for consultancy, CPD, online learning and resources
- Flexible user management
- Product recommendations

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| conferences | online learning |

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# Reviews

- Give headteachers and school governors confidence and reassurance and will assist in preparing for an Ofsted visit
- Offer best practice and suggestions for next steps
- Carried out by trusted, local and experienced professionals with the full backup and support of Devon Education Services
- Allow you to focus your time, energy and resources in the right areas to achieve success

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## Curriculum review (primary and special)

The delivery of a meaningful and appropriately designed curriculum is the driving force that accelerates the achievements of all pupils and enhances the opportunities of disadvantaged and vulnerable pupils, so they can achieve their full potential alongside their peers. The aim of this review tool is to give you a clear reflection of the design and effectiveness of your school's curriculum. It will take into account its impact on outcomes achieved by all your pupils, the uniqueness of your school context, your community ambition, and your school's vision.

The purpose of the whole-school review undertaken by external expertise is to:

- Provide an external overview of your current strengths and areas for development, using our Curriculum Review Tool
- Be a developmental process, which aims to provide school leaders with clear guidance on next steps
- Fit with the cycle of continuous school improvement; the review can be repeated within the cycle of self-evaluation by school leaders.
- Provide a clear way to measure progress in effective curriculum development for school leaders
- Provide clear guidance for governors, to support effective monitoring and robust challenge
- Follow up reviews will support monitoring of improvement and rapid change

### Basic review package:

- Preparation for visit based on discussion with the head of school, data scrutiny and contextual information gathering
- On-site visit to complete review focusing on key areas identified through preparation process
- Summary of findings report indicating clear areas of strength and areas for development

From **£724**

## EYFS review

### An external review of the quality of Early Years provision and practice to support self-evaluation and to guide developments in the EYFS.

The aim of the review is to provide a full evaluation of the EYFS curriculum, provision and practice at your school. This will include detailed feedback and a written report to help schools effectively evaluate their EYFS practice and provision and drive improvement.

An early years consultant will undertake a comprehensive evaluation on all areas of practice including:

- Observation and assessment processes
- Enabling environments
- Staff interactions with children
- Quality of education
- Quality of leadership and management

Following the evaluation, a detailed written report will be provided identifying key priorities and recommendations to support and guide improvements in the quality of provision for children.

**EPOA.** Costs are based on size of the school and number of children.

## **Governance review (Standard) for maintained schools/federations and stand-alone academies (SATs)**

### **How effective is your school governance?**

This wide-ranging review covers:

- Assessing the effectiveness of the leadership of your governing board including the constitution and governance instruments
- How effectively your governing board understands its strategic role and can demonstrate evidence of this
- How clearly the governing board understands the strengths and weaknesses of the school
- How effectively the governing board holds the headteacher to account for the performance of the school, and how well the practice of 'support and challenge' is demonstrated
- The efficiency of the clerking arrangements
- The effectiveness of governing board meetings
- The effectiveness of delegation and the working of committees and/or lead governors

### **Additionally for stand-alone academies (SATs):**

- Trustees are clear on their role and responsibilities as a charity trustee and company director
- Trustees are familiar and compliant with the requirements relating to their additional financial responsibilities
- The Trust is compliant with risk management requirements

### **What's involved?**

During a one day visit an experienced governance adviser will spend time talking to the head, the chair of governors, the clerk and at least one recently appointed governor. A range of paperwork will also be examined and scrutinised.

### **Who should consider booking a governance review?**

The governance review is suitable for any governing board and will provide an invaluable assessment of strengths and weaknesses regardless of where you are on the 'Ofsted cycle'.

From **£1,029**

## **Governance review (Enhanced)**

The enhanced review will build on the information acquired through the standard review, and will allow additional time for the adviser to work with the governing board on developing a governance improvement plan to address the key priorities for improvement in governance.

2.5 days of governance adviser time to review current governance practice and work with the board to address areas for improvement. This will enable the board to move forward rapidly and focus on the key strategic priorities.

Benefits:

- Identification of areas for improvement
- Clear suggested next steps and recommended strategies and support solutions
- Time to work together with the adviser to co-construct a governance improvement plan
- Effective practice identified and shared leading to a focus on best use of time to allow rapid improvement
- Strengthening governance within the leadership team

From **£1,588**

## Governance review in a Multi-Academy Trust

This review is designed for trust boards of multi-academy trusts (MATs) to support accurate self-evaluation of governance. It aims to give boards confidence that governance arrangements are robust and will withstand external scrutiny. It will enable the governing board to demonstrate appropriate levels of engagement, responsibility and accountability and that the board is focusing time and energy in the appropriate areas to achieve success. The review is based on the Department for Education (DfE) trust quality descriptors for leadership and governance.

### The review covers:

- Strategic leadership to include governance structure, culture, ethos and values
- Leadership of the board
- Accountability, to include educational improvement, workload management and delegation
- Financial frameworks and accountability, to include staffing and performance management and risk management
- Meetings and clerking arrangements
- External accountability and evaluation

### What's involved?

During a one day visit an experienced governance adviser will spend time talking to the CEO, the chair of the trust board, the clerk/governance professional and other trustees as available. A range of paperwork will also be examined and scrutinised.

## Who should consider booking a governance review?

We would recommend this review to all trust boards of MATs to give them an accurate external view of the robustness and efficiency of their governance arrangements. There has been much criticism in the national media relating to the shortcomings of some governance arrangements in MATs. Being proactive in sourcing an external review will help to provide confidence in current arrangements and also help to identify any areas for improvement.

From **£2,325** (dependent on governance structure)

## Governance policies review service

This review will scrutinise the statutory policies for which the governing board is responsible. The review will check that the policies:

- Are up to date, reflecting current statutory requirements and best practice
- Have been reviewed within the statutory timeframe
- Are being approved/adopted at the appropriate level within the board
- That the school has the statutory policies required to meet their obligations

A written report will be prepared, identifying areas to be addressed, highlighting any areas of immediate concern, together with suggestions for future action. Where appropriate, model policies will be provided and/or links to guidance to support policy preparation.

Personnel policies will not be reviewed, but will be checked to identify if they reflect the most recent version available. Policies will be accessed from the school website, or may be sent electronically; there is no requirement to visit the school.

### £POA

## Governance website review service

### Individual school review:

This service for governing boards will review the information available on your school website to ensure that the minimum statutory requirements are being met. The DfE has a list of information, policies and documents which it expects schools to publish on their website. Ofsted will look at and scrutinise the content of your website before they visit and will comment on non-compliance in their report. The review will:

- Look at the information and documents you published to ensure that the school is meeting the statutory criteria
- Identify gaps in criteria, with signposting and advice on how any oversights can be addressed
- Identify information which should not be on your website, or is out of date
- Check information relating to governors/trustees/directors/members and the governance of the school to ensure it meets the minimum levels required under DfE guidance and/or legislation
- Check links to ensure that they work properly and that they take the user to current information

We will produce a RAG rated report, identifying the findings of the review, highlighting any areas of immediate concern, together with suggestions for future action.

### Federations and multi-academy trusts:

If you require a bespoke service for several websites within your organisation more time may be required, please get in touch for further information and a quote. Where generic content across the sites is the same there will be no additional time required. Further information: Fiona Collier, Governance Adviser, Devon County Council [fiona.collier@devon.gov.uk](mailto:fiona.collier@devon.gov.uk)

**£POA**

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This service for governing boards will review the information available on your school website to ensure that the minimum statutory requirements are being met. The DfE has a list of information, policies and documents which it expects schools to publish on their website. Ofsted will look at and scrutinise the content of your website before they visit and will comment on non-compliance in their report. The review will:

- Look at the information and documents you published to ensure that the school is meeting the statutory criteria
- Identify gaps in criteria, with signposting and advice on how any oversights can be addressed
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- Check links to ensure that they work properly and that they take the user to current information

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## **Federations and multi-academy trusts:**

If you require a bespoke service for several websites within your organisation more time may be required, please get in touch for further information and a quote. Where generic content across the sites is the same there will be no additional time required. Further information:

Fiona Collier, Governance Team Lead, Devon County Council [fiona.collier@devon.gov.uk](mailto:fiona.collier@devon.gov.uk)

**£POA**

## **Safeguarding review**

Designed to support the school to meet statutory requirements by conducting a safeguarding review which will inform the school of significant additional risks that need to be addressed. We will make recommendations where appropriate and help the school to maintain and develop a safeguarding culture in accordance with Ofsted requirements and good practice.

### **How do you implement and manage safeguarding within your school?**

Section 157/175 of the Education Act 2002 places a duty on local authorities and schools' governing bodies to make arrangements for carrying out their functions with a view to safeguarding and promoting the welfare of children. How do you:

- Safeguard your children and staff?
- Review your safeguarding policies and processes to manage change/improvement?
- Identify training needs and maintain designated safeguarding leads at group 3?
- Identify and ensure whole-school training is carried out?
- Identify and ensure group 2 and safer recruitment training is carried out?

We can help implement and facilitate management of safeguarding within your school by providing:

- A comprehensive review to ensure your statutory requirements are being met
- Review current recruitment procedures and record keeping
- Help with change/improvement. We can provide:
- Templates and models
- Group 3 training for designated safeguarding leads and their deputies
- Regular training
- Group 2 and/or safer recruitment training for governors and heads

This list is not exhaustive.

**£527**

## Stakeholder engagement review

### How effective is your engagement with stakeholders and parents?

Has your school engaged with its community and given it the opportunity to shape the vision of the school? Research evidence demonstrates that parental engagement has the most significant effect on children's achievement even after all other factors such as social class, maternal education and poverty have been taken out of the equation.

Good parental engagement is something that schools know is vital to their success but one which they have traditionally found hard to self-evaluate. A school that engages with its key stakeholders successfully is more likely to make successful strategic decisions that are rooted in the communities that they serve. Boards are better able to triangulate evidence, and in turn have a better understanding of how well the vision is being met.

The Ofsted inspection framework will look for evidence to see if *'parents and the school (are) engaging and participating in a thoughtful and positive way that supports pupils'*. They will specifically look for evidence of parental, professional and community engagement including how leaders and school governors *'forge constructive relationships beyond the school, so that they can successfully engage and work in partnership with parents and the local community'*.

This review will identify areas of good practice, areas for improvement, and give the school some suggested next steps. The review will cover:

- Assessing the clarity of the school's vision and strategy for stakeholder engagement. How well stakeholders are consulted with and a part of strategic decision making. How well wider engagement is used to triangulate evidence so that a school is reassured that it is on track to achieve its vision
- How well stakeholder engagement is embedded within the school and staff are empowered to engage with parents and the school community
- How well embedded systems of parental consultation are and how these influence practice and policy
- The effectiveness of the school's strategy for communication with parents and the wider community
- How well the school understands who it's hard to reach stakeholders are, and how effective strategies are for engagement with them
- How well parents of different groups of pupils are engaged, e.g. parents of pupils with SEND
- How well parents are openly valued and utilised in the school, including opportunities made for parents to come in to school for a range of activities
- How well the school provides support and access/ signposting to support parents in relation to their child, including parenting skills

**£1,029**

# Briefings and Network Meetings

We pride ourselves in supporting schools to have the latest and most relevant information relating to the national and local picture. Our briefings, update events and subject leader sessions are a fantastic and cost effective way for your school to keep on top of the ever changing educational landscape and hear about the latest information from the DfE, Ofsted and other national bodies as well as updates on current thinking, research and pedagogical developments relevant to a particular area. These sessions link to age phases, specific roles, curriculum subjects or key areas of teaching and learning. These opportunities are intended to provide focussed input across a range of current topics and issues to enable schools to make informed decisions regarding their own development and improvements. They will provide an opportunity for schools to ask questions and share key issues with colleagues. Each event is specifically designed to meet the needs of the audience and will be delivered by experts in each area.

## School leadership updates

This is a short, half-termly slot for headteachers, senior leaders and governors to tap into 'in the moment' updates. This virtual session is delivered by the team in a 1-1.5 hour slot at the end of the school day and so can feed into staff and SLT meetings. It takes a practical no-nonsense approach to each topic, with tools, templates and a point to good practice.

## SEND network meetings

Aimed specifically at SENCOs and school leadership, this event gives professionals a chance to receive updates on SEND and network with colleagues in their local area. Funded by DCC for Devon schools.

## EYFS briefings

Keep up to date with current early years issues, developments and new initiatives and network with colleagues (three meetings across the year - one place per school/federation/MAT).

## Educational visits co-ordinator network meetings

To comply with Health & Safety at Work legislation, headteachers, EVCs and visit leaders must be 'competent' to carry out their duties. Headteachers and EVCs should attend a one day training course and then named EVCs should attend at least one of the biannual EVC briefings per year.

## Bursar briefings

A workshop style session giving latest updates on issues affecting the work of bursar. It also provides a networking opportunity for bursars to meet Our finance consultants and school colleagues to consider new initiatives and share ideas and good practice. These bursar briefings are available to all school business managers and bursars (one free place per school for finance consultancy subscribers).

## School library network meetings

These termly meetings are led by the school library service advisory team and are a source of up-to-date information, the sharing of ideas and good practice, plus a chance to look around another library and talk about the books we love!



### Costs

#### EYFS briefings

Individuals: **£206**

Groups: **£1,938**

#### Educational visits co-ordinator network meetings

Available as part of the annual subscription.

#### Bursar briefings

Available as part of the annual subscription. The above prices are for briefings and network meetings purchased as part of an annual subscription. However, all of our briefings and network meetings are available to purchase on a pay-as-you-go basis, prices from £123.50 per session.

#### School leadership updates (free of charge)

#### SEND network meetings (funded by DCC for Devon schools)

#### School library network meetings (free of charge)



# Mental Health and Wellbeing

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# Educational Psychology Service

The Educational Psychology Service is delighted to be offering a traded service to Devon's schools. Please note that capacity is limited, and we may not be able to support every request.

## Psychology Works consultation package

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### Quick start solutions through consultation

#### Recent feedback from SENCOs indicates schools want:

- More face-to-face time with their Educational Psychologist (EP)
- More time to discuss and agree intervention plans
- More time for their EP to consult with parents and staff

#### SENCO feedback:

*"The best way for us to receive support is face-to-face, consultative time with people, problem solving."*

In response to your feedback the EPS (Educational Psychology Service) has remodelled our approach to service delivery.

**All new EP work** for whole-school situations, groups or individual children will start with the **Psychology Works** consultation package.

The **Psychology Works** consultation package shifts EP time from carrying out lengthy psychological assessments for a small number of children.

Instead, the EPS will be leading **Psychology Works** consultations for more children and groups of children - finding the ready-to-go solutions that make an extraordinary difference.

### How does the Psychology Works consultation package support ordinarily available and targeted provision?

School staff bring a concern to the Psychology Works consultation. The package can be used to support settings and staff with individual, group or whole-school issues - such as complex learning needs, alternative curriculum routes and whole-school behaviour systems.

Sharing the psychological approaches explicitly in this way will leave staff with a growing knowledge and confidence, which will enhance the schools' ordinarily available and targeted provision.



# Educational Psychology Service

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## What are the benefits of the Psychology Works consultation package?

- More children will progress in areas of need through having targeted school-based intervention at an earlier stage.
- More children have an in-depth EP review of their progress in their setting and timely next steps can be agreed.
- More parents and carers can be supported to be actively involved.
- The most efficient use of EP time at a time of scarce resources.
- EPs will be in schools or settings more often, for longer.
- Development of professional practice.



[www.hcpc-uk.org](http://www.hcpc-uk.org)

## What happens in a Psychology Works consultation package?





# Educational Psychology Service

The Educational Psychology Service is delighted to be offering a traded service to Devon's schools. Please note that capacity is limited, and we may not be able to support every request.

## Training and staff development

### Training and development

The Educational Psychology Service (EPS) plays an important role across Devon schools in delivering training to meet the needs of a range of audiences and settings. Training can be delivered to individual schools, groups of schools and/or parents. The EPS has a variety of popular training packages, including Anxiety Based School Avoidance, Precision Teaching, Attachment Based Mentoring and Relational Practice. New packages are in development on developing alternative routes through the curriculum and other aspects of cognition and learning. Training can also be designed to specific requirements.

### What are the benefits of EP training and development?

- Increased knowledge of what the research shows works in schools.
- Practical strategies for how to implement evidence-based approaches.
- Improved confidence of staff to meet the needs of a variety of children.
- Shared understanding to support priority issues across the school community.
- Supporting parents and carers to be actively involved in their child's education.

### Psychological supervision for staff

Psychological supervision is a structured process of regular support based on psychological principles. For example, a member of school staff may meet with the EP once a month for an hour. Supervision has the potential to greatly empower staff and provide stress reduction for those working with children with complex needs. It enables staff to share concerns and take time to consider the emotional impact of their work.

### What are the benefits of psychological supervision?

Supervision has a strong practical and problem-solving element where common themes are discussed and strategies and actions are agreed. Through encouraging staff to reflect on their practice, psychological supervision can enhance the knowledge and skills of staff. This leads to improved practice and confidence resulting in positive outcomes for children and young people. EPs facilitate supervision in different formats, such as with individuals and groups of staff.

### Contact us

Speak to your school Educational Psychologist for further information or email: [educationlearnersupport@devon.gov.uk](mailto:educationlearnersupport@devon.gov.uk)

# PSYCHOLOGY IN ACTION



The team have created a series of free guides that 'open the box' on the psychological knowledge and thinking about cognition and learning used by EPs.

The guides include 5 'fab facts' on: attention and concentration; differentiation and scaffolding; early stages of cognition and learning; executive functioning; literacy; Maths; mediation - helping children to think about what they are doing, and why; memory and processing and metacognition. Supporters can pick the best top tips to applying this psychological knowledge at once in school or at home.



Visit our  
website



# Attachment Based Mentoring - online learning course

(equivalent to a 3 day face-to-face programme)

This course is aimed at senior leaders, teachers and teaching assistants - it can be very effective to have a mix of people from your setting booked on together.

The Attachment Based Mentoring (ABM) programme aims to meet the specific needs of children who are most in need, by providing them with a significant adult in school who will become a safe base and is able to provide relational support through coaching and mentoring.

The training draws on theories and research from the fields of attachment, coaching and resilience. ABM is a comprehensive practical guide as to what to do and how to be, to ensure that the individual needs of each child are met.

The approach aims to enable children to feel safe, connected, and capable - forming positive relationships and enjoying learning.

We recommend having a learning partner at school with whom to discuss your learning and development.

## Learning outcomes:

- Understand the needs of all children including the most vulnerable and how they can find it difficult to engage with learning
- Learn how to become the child's significant adult
- Meet attachment needs by considering the mentoring relationship
- Develop solution focused coaching and mentoring skills
- Consider the wider role of the mentor in terms of social learning, restoration, advocacy and practical support
- Downloadable version of our Attachment Based Mentoring course publication
- Certificate of achievement

## Blended learning approach through:

- Videos
- Audio guides
- Reading and exploration
- Interactive activities
- Personal reflection
- Community forum - a place to share thoughts, idea and plans with other learners and the course tutors

**From £450 (Fully funded for Devon schools)**

Visit our shop: [devoneducationservices.co.uk/products/1655](https://devoneducationservices.co.uk/products/1655)  
Contact us to discuss group discounts: [educationsales@devon.gov.uk](mailto:educationsales@devon.gov.uk)



# National PSHE CPD Programme

## (online sessions)

### How are you meeting the statutory requirements for PSHE?

Government guidance (2018) required ALL schools to teach Relationships Education / Relationships & Sex Education and Health Education by September 2020. The National PSHE CPD Programme will lead participants through the areas necessary to have a confident, accurate and up-to-date knowledge, appreciation and understanding of PSHE along with associated research, guidance and pedagogy.

### Who should attend?

Our programme is aimed at teachers, HLTAs, community nurses, police officers, teaching assistants, youth workers, fire and safety officers and other professionals delivering and supporting PSHE in schools and other settings.

### Multi-session event

This is a comprehensive, 6 online sessions, tutor-led programme, which progressively builds upon the previous session, enabling participants to apply an evidence-based approach to their teaching and strategic developments. Participants will be required to plan and deliver a PSHE lesson, which will be observed - this forms part of the reflective approach underpinning the course. All necessary course materials are provided; these will support participants during each of the training sessions and will help to direct further independent reading and study. This course will be delivered by the team at Jigsaw PSHE.

### The 6 sessions:

- Getting started with the PSHE CPD programme and guidance and theory underpinning PSHE
- RSE and health education
- Relationships education and sensitive issues and active teaching and learning and effective lesson planning
- Assessment and evaluation and lesson observation and preparation
- Teaching PSHE that impacts on emotional and mental health
- Teaching PSHE that impacts on staying safe and safeguarding and equality and values

### Training objectives

Six tutor-led online sessions to:

- Support positive mental health
- Help address safeguarding, including child sexual exploitation, radicalisation and FGM
- Improve competence and confidence in delivering PSHE, relationships, sex and health education
- Raise the quality of teaching, learning and assessment in PSHE
- Inspire positive change within the PSHE curriculum
- Effectively support CYP to deal with life's challenges
- Encourage best practice in a climate of wellbeing

For more information about this course please email:

[educationtraining@devon.gov.uk](mailto:educationtraining@devon.gov.uk) or telephone 01392 287224

# Targeted Relational Support

## Core aims

- Develop an understanding of how adverse experiences and trauma may impact on emotional development and wellbeing
- Raise empathy and understanding for children who may be finding school hard
- Develop whole-school practice, procedures and policy aligned to relational learning
- Enable the adults working with children to be able to read their behaviour in terms of underlying needs and provide for these needs in terms of what they are doing and how they are being with them



## Attachment Based Mentoring

(online course equivalent to 3 days learning)

The 3-day Attachment Based Mentoring programme - support, coaching and mentoring for children in school. This course is available as an interactive online learning programme to undertake when and where is most convenient for you.

Blended learning approach through:

- Videos
- Audio guides
- Reading and exploration
- Interactive activities
- Personal reflection
- Community forum - a place to share thoughts, ideas and plans with other learners and the course tutors



## Attachment Based Beginnings

(online course equivalent to 2 days learning)

Built on the basis of the Attachment Based Mentoring programme, Attachment Based Beginnings is designed to provide support to people working with pre-school aged children.

This course explores some of the theories which underpin our understanding of effective relationships and their role in development, learning and wellbeing as well as developing the skills and practical strategies that we need to use in our work with children. The course covers:

- Why significant relationships are the key to development, learning and wellbeing (particularly in the early years)
- The neurobiology of emotions, behaviour and social development
- Attachment theory
- The impact of anxious attachments on thoughts, feelings and behaviour and what we can do to help
- The cornerstones of the relationship - protection, connection, understanding and care

## Attachment Based Mentoring

The Attachment Based Mentoring programme aims to meet the specific needs of children who are most in need, by providing them with a significant adult in school who will become a safe base and is able to provide relational support through coaching and mentoring.

This three day training draws on theories and research from the fields of attachment, coaching and resilience, ABM is a comprehensive practical guide as to what to do and how to be to ensure that the individual needs of each child are met.

The approach aims to enable children to feel safe, connected, and capable - forming positive relationships and enjoying learning. You will:

- Understand the needs of all children including the most vulnerable and how they can find it difficult to engage with learning
- Learn how to become the child's significant adult
- Meet attachment needs by considering the mentoring relationship
- Develop solution focused coaching and mentoring skills
- Consider the wider role of the mentor in terms of social learning, advocacy and practical support

**This course is aimed at: teachers and teaching assistants who will be attachment based mentors and senior leaders who have a responsibility for student support and wellbeing.**



# Leadership and Governance

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# Governance Consultancy

***‘The importance and significance of outstanding governance and leadership across our education system, in every school has never been greater... effective governance provides strategic direction, creates robust accountability, oversight and assurance for the educational and financial performance of our schools’. (Department for Education).*** Our mission as a Governance Consultancy Team is to provide all governors, trustees and clerks/governance professionals with a tried and trusted professional and knowledgeable source of support, information, training and advice. We can help to ensure that your governance stands up to scrutiny and that all those involved are well informed and enabled to play a full part. Our offer constantly evolves to ensure your board stays ahead of the curve and the service meets your needs.

The Governance Consultancy Team knows and understands first-hand the challenges facing school governors, trustees and clerks/governance professionals. Our experienced staff and team of associates support, inform, guide, train and advise governors, trustees, headteachers and clerks/governance professionals as they seek to achieve and maintain high-quality governance and compliance within their schools in a modern climate of clear, confident, strategic leadership and sharply focused accountability. We offer two subscription options - standard or premium - to deliver value for money and to enable and encourage maximum take-up of our training offer, and allow governors/trustees to attend training without further recourse to the school.

Subscription	Standard	Premium
Individual and confidential access to telephone and email helplines staffed by our experienced team	✓	✓
Access to a wide range of high-quality training and development sessions delivered by our experienced team, many offered at no additional charge or heavily subsidised. A blended, interactive approach of both online and in-person opportunities	✓	✓
Q-cards (question cards) for boards to ask on all key areas of their work	✓	✓
Termly Checklist document to keep you up to date (beginning of each term)	✓	✓
Termly Governance Update document to keep you up to date (second half of each term)	✓	✓
Termly online briefing sessions	✓	✓
Weekly 'Alert' bulletin, providing up to the minute information	✓	✓
Access to governance templates, guidance and information via our subscriber website	✓	✓
Half-termly 'Checklist' publication, with national and local updates for boards	✓	✓
Bespoke support for complaints	✓	✓
Access to our full training programme at no further charge		✓
10% reduction on any of our governance products such as reviews of governance or in-house training sessions.		✓
One subsidised subscription to GovernorHub Knowledge (formerly the Key for School Governors), which includes GovernorHub	£449	£399
Additional subscriptions to GovernorHub Knowledge	£POA	£POA
Attendance at a board meeting for bespoke support		✓
Opportunity to attend the Heads, Chairs and Clerks in-person session without charge (normally £x per delegate)		✓
Facilitated board self-evaluation session		✓
Assistance with clerk/governance professional appraisal		✓

# Governance Consultancy

## Subscription costs for Devon maintained schools

The subscription is based on pupil numbers. Where schools are in a federation with a single governing board, the subscription charges relate to the overall total number of pupils within the federation.

	Standard	Premium
Up to 150 pupils	£596	£1,019
151-420 pupils	£791	£1,213
421-600 pupils	£1,051	£1,474
601+ pupils	£1,164	£1,587

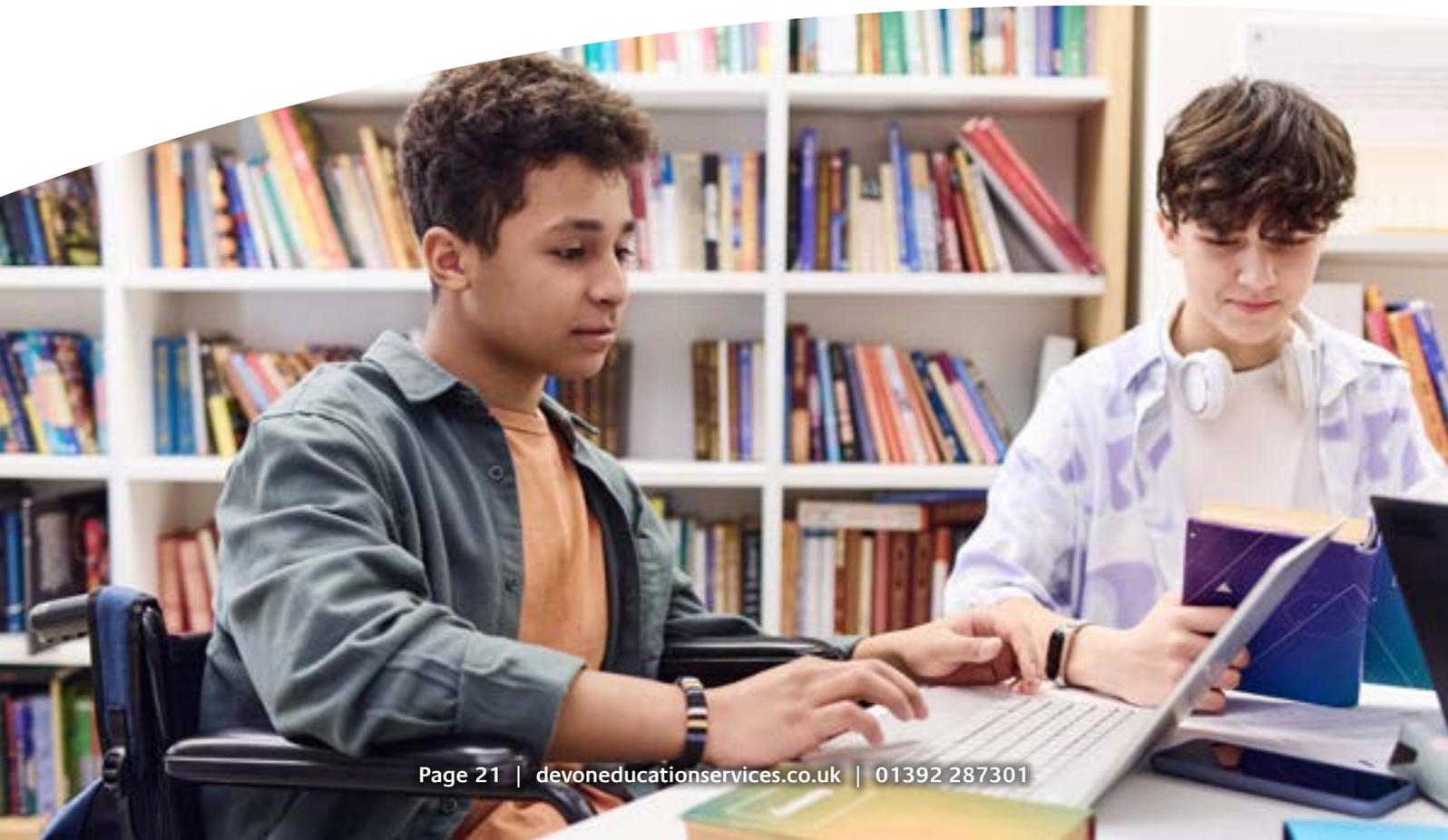
Devon maintained schools ONLY



## Subscription costs for academies, MATs and non-Devon maintained schools:

Taking into account the variety of different models of schools and academy trusts, we offer a straightforward charge either as a stand-alone school or academy, or based on the number of Local Governing Boards (LGBs) in a MAT or federation. This ensures that all those involved in governance can access the full range of our service, and the costs can be shared across the number of schools involved.

	Standard	Premium
Stand-alone school/academy:	£1,112	£1,541
2 school MATs:	£1,368	£1,790
MATs with 3 - 5 LGBs:	£2,017	£2,439
MATs with 6 - 10 LGBs:	£3,602	£4,025
MATs with 11+ LGBs:	£POA	£POA



## Benefits

- Enable your governing board to be well informed and to understand their strategic role
- Access to a wide range of training opportunities through a blended approach of interactive online and in-person opportunities
- Bespoke advice and support delivered by highly experienced and knowledgeable staff
- Dedicated support and advice for clerks/governance professionals to ensure they understand how best to support the board
- Telephone and email helplines staffed all year round, ensuring a rapid response
- Access to our website for information, templates, model policies and Q-cards, when you need it
- Build evidence for inspection that governors and trustees are developing their skills, fulfilling their legal responsibilities and keeping up to date
- Be outward facing - know what is going on in the world of education and governance beyond your own school(s)

## Bespoke packages of consultancy support:

**Boards are welcome to purchase individual packages of consultancy support, these are available from £256 and could be used towards:**

- Advice and guidance for your governance professional
- Expertise in restructuring governance within your MAT
- Discrete reviews in key areas of trust governance and governing board compliance
- Expert external investigation service for complaints and support with appeal panels
- Bespoke support to foster meaningful engagement with stakeholders

We are happy to discuss your individual requirements and develop a personalised package to suit your needs.

Contact us: [schoolgovernance@devon.gov.uk](mailto:schoolgovernance@devon.gov.uk)

Boards subscribing at the standard rate may access the training programme at either no additional cost or 65% subsidy where an additional charge is levied.

Boards subscribing at the premium rate incur no additional costs to access any of the training within the published programme.

Bespoke governance development sessions are available from **£256**, with a **10% discount** to boards subscribing at the premium rate. We can also offer bespoke sessions delivered virtually - talk to us if you are interested in this option.

Individual consultancy is also available. Please call the team to discuss - 01392 287314.

*"I wanted to thank you for all the support you have given myself and the Board and the positive impact that this had for the children."*

*"I've been doing this for 7 years and your advice, knowledge, and calmness through all the years never ceases to amaze me!!"*

*"Excellent course to support me in my role as a governor"*

## Bespoke in-house governance development

We can work with you to construct a bespoke in-house session tailored to your needs. You may want to join together with other boards and share the cost.

### Popular sessions include:

- Roles and responsibilities
- Ofsted - expectations of governance
- Setting and agreeing a vision/strategic direction
- Pupil exclusion procedures
- Complaints - prevention and managing

From sessions start from **£256**

We can also offer bespoke sessions delivered virtually, as appropriate, talk to us if you are interested in this option.

**Please call us to discuss your requirements.**

## Costs for additional services

Governance reviews (see pages 6-8)

Review of governance (standard) from **£1,029**

Review of governance (enhanced - includes support to draw up an action plan) from **£1,588**

Governance review in a multi-academy trust from **£2,325**

Website review from **£POA**

Review of policies from **£POA**

Stakeholder engagement review **£1,029**

## Did you know...

The Governance Team has a vast range of training available specifically tailored to the needs of governors/trustees/clerks and governance professionals. We keep our training offer under constant review and regularly add new and updated sessions to our programme.

## Look out for our lunchtime bite-sized sessions - 45 minutes to 'lunch and learn'!

### No charge to subscribing schools. Topics include:

- Securing great outcomes for your disadvantaged children
- Recruiting board members
- Attendance and behaviour
- Headteacher health and wellbeing
- Governing finances

## Mediation Service

We are hugely fortunate in Devon to have access to a team of trained and experienced mediators working as part of the Governance Consultancy Team and this service is available to all schools in Devon.

The service is offered to all schools (Devon maintained schools, academies and non-Devon schools) at a rate to cover costs.

Mediation is a voluntary, confidential process that is without prejudice. It provides a safe and secure environment to allow meaningful communication to take place. It works best when used early; so school leaders, governors and trustees need to be aware of mediation as a tool which could be offered where there is a situation in the school involving a complex parental complaint or a breakdown in communications at leadership/governance level. One of the greatest benefits of mediation is that it helps to break a deadlock in communication, it can rebuild relationships and make them stronger for the future. This is really important in a school setting where parents need to be positively engaged with their children's education. Following an initial conversation with the mediation co-ordinator you will be assigned a mediator who will establish contact with both parties involved and arrange for either a facilitated meeting or a formal mediation to take place. There are very few situations where mediation is not suitable and often it is just a matter of identifying when a conflict is escalating and recognising that asking for external help is not an admission of guilt, or failure but, the pragmatic approach to ensuring that the best interests of the pupils remain the focus of every school.

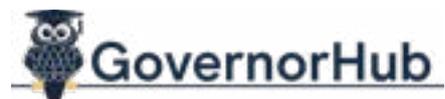
*'Very good news for our family. So thanks SO much to both of you!'*  
- Mediation Service, Summer 24

To find out more about our mediation service contact: [educationmediation@devon.gov.uk](mailto:educationmediation@devon.gov.uk)

## Termly briefings and speed updates for governors/ trustees and clerks/governance professionals

These sessions are delivered towards the beginning of each term and provide an opportunity for governors/trustees and clerks/governance professionals to be brought up to date with issues which will impact on the board.

**Free of charge for subscribing schools**



GovernorHub Knowledge can be purchased via us at a reduced price.  
From **£399**

## Heads, Chairs and Clerks - supporting the delivery of strategic governance

**An invaluable day for the headteacher, chair of the board and the clerk to attend training together. This in person event includes opportunities to network and share best practice and is suitable for both maintained schools and academies.**

**This session aims to:**

- Provide up to date information on the current requirements of the roles and responsibilities of school governors/trustees, clerks and headteachers
- Give all three an opportunity to share good practice with colleagues in other schools
- Enable participants to focus on practice in their own school, identify strengths and weaknesses and plan for improvement.

# Governance Consultancy

Supporting your development - find the right training	New to role	Developing/ Experienced	Preparing to lead
<b>Effective governance</b>			
Developing your governing skills - the next step		✓	✓
Effective governance for school leaders	✓	✓	✓
Heads, chairs and clerks, supporting strategic governance	✓	✓	✓
Introduction for new governors, trustees and directors - different sessions for maintained and academy schools	✓		
Leadership of the governing board		✓	✓
Governance update	✓	✓	✓
<b>Effective clerking and the governance professional role</b>			
Appeal panels for complaints and exclusion, the role of the clerk	✓	✓	✓
Clerking for an LGB or hub in a multi-academy trust	✓	✓	✓
Clerking in action - a series of bite-sized topic focused sessions	✓	✓	
Effective communication and managing challenging situations		✓	✓
Effective minute taking	✓	✓	✓
Heads, chairs and clerks - supporting strategic governance	✓	✓	✓
Induction for new clerks and governance professionals	✓	✓	✓
Termly clerks briefing	✓	✓	✓
The clerk as an administrator	✓	✓	
The clerk as an adviser		✓	✓
The governance professional - expanding your skills		✓	✓
<b>Key responsibilities</b>			
Attendance and behaviour	✓	✓	
Complaints - prevention and managing	✓	✓	✓
Governance in special schools	✓	✓	
Attendance and behaviour - what the board needs to know	✓	✓	
Governing the finances - maintained or academy schools	✓	✓	
Headteacher appraisal - the role of governors and trustees	✓	✓	✓
Ofsted: what the board should expect and how to prepare	✓	✓	✓
Parent engagement, a governance perspective	✓	✓	✓
Pupil exclusion procedures	✓	✓	
Recruiting board members	✓	✓	
Responsibilities of the safeguarding lead	✓	✓	✓
Safer recruitment	✓	✓	✓
Secondary governance, making an impact	✓	✓	
Securing great outcomes for your under-served children	✓	✓	
Special educational needs and disabilities	✓	✓	
Supporting school leaders' health and wellbeing	✓	✓	
The governance of safeguarding (for all board members)	✓	✓	
Understanding the primary curriculum	✓	✓	
Understanding SEND funding and inclusion in maintained and academy schools	✓	✓	
Visiting your school	✓	✓	

## New to role

These sessions are particularly suitable for individuals who are new to governance, returning after a break, or who already have governance experience, but are taking on a new responsibility within the board.

## Developing or experienced

These sessions are particularly suitable to help individuals build upon knowledge gained through induction and increase confidence once they have been involved in governance for a school term or more.

## Preparing to lead

These sessions are particularly suitable for individuals moving into a lead role (for example as chair, safeguarding lead, governance professional, line managing Local Governing Body or Hub clerks.)



# Data and Assessment

The Data and Assessment Team support schools by providing effective advice and guidance on all elements of the statutory national curriculum assessment, recording and reporting requirements across all key stages.

Our team continues to offer comprehensive information communicating all the latest updates and guidance published by the Department for Education and the Standards and Testing Agency.

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## The data and assessment core subscription package for academies provides the following:

- Provision for statutory KS2 moderation visits by moderators who have successfully completed the Standards and Testing Agency's standardisation exercise, invigilated by the LA. Making arrangements for a robust programme of moderation to ensure that all schools we are responsible for are moderated once every 4 years, or more frequently if required, to validate teacher assessment judgements.
- Co-ordinated subject input that draws on knowledge from across the organisation to ensure best value and focused support. If selected for moderation the time commitment for formal moderation is - half day moderator school visit and written feedback - summer term.
- Provision for KS2 and phonics screening check statutory monitoring visits. LAs have a statutory duty to make unannounced monitoring visits to at least 10% of their schools. If selected for monitoring the time commitment is - up to 1 ½ hour school visit - before, during or immediately after test administration periods in the summer term.
- Data collection. Submission of pupil level assessment data is statutory at the end of foundation stage, KS1 phonics screening outcomes (both Year 1 and Year 2 rechecks). Full data collection guidance will be sent to schools by their LA time commitment - variable - summer term.
- Helpline support for administrators and school-based staff on all key stages in relation to the statutory data collection, access arrangements and reporting requirements as specified by the DfE and STA.
- Access to 'NOVA' school level interactive reports. Early assessment 'INSIGHT' data tabs for Headlines and Intelligence within Perspective Lite. Downloadable reports to use in governor and senior leadership meetings.

### Costs

Core subscription:

Sub 1 primary Up to 30 PAN\*: **£758**

Sub 2 primary between 31 to 70 PAN\*: **£847**

Sub 3 primary 71 and over PAN\*: **£1,006**

\* *Published Admission Numbers*

Our website: [devon.cc/data-assessment](http://devon.cc/data-assessment)

### Costs

Devon LA maintained schools receive this core subscription package funded by DCC

Devon maintained schools ONLY





# Moderation and Teacher Assessment

All primary academies are required to purchase support for statutory moderation, monitoring and data collection in line with the terms of individual DfE funding agreements. Academies may purchase moderation support from any LA and will be required to confirm that arrangements are in place with the DfE Standards and Testing Agency annually. This subscription is based on a pay as required arrangement as moderation is based on a 4 year cycle and statutory monitoring is unannounced and less frequent.

## Pay as required

- Provision for statutory KS2 moderation visits by moderators who have successfully completed the Standards and Testing Agency's standardisation exercise, invigilated by the LA. Making arrangements for a robust programme of moderation to ensure that all schools we are responsible for are moderated once every 4 years, or more frequently if required, to validate teacher assessment judgements.
- Co-ordinated subject input that draws on knowledge from across the organisation to ensure best value and focused support.
- If selected for moderation the time commitment for formal moderation - half day moderator school visit and written feedback - summer term.
- Access to up-to-date advice and guidance in relation to national changes.
- The opportunity to discuss and moderate judgments on pupil performance against requirements of the teacher assessment frameworks.
- Provision for KS2 and phonics screening check statutory monitoring visits. LAs have a statutory duty to make unannounced monitoring visits to at least 10% of their schools.
- If selected for monitoring the time commitment is - up to 1 ½ hour school visit - before, during or immediately after test administration periods in the summer term.
- Data collection. Submission of pupil level assessment data is statutory at the end of foundation stage and KS1 phonics screening outcomes (both Year 1 and Year 2 rechecks). Full data collection guidance will be sent to schools by their LA time commitment - variable - summer term.

## Costs

Subscription: **£POA**

**You may want to consider the data and assessment core subscription package. This package provides all these services if you are selected for moderation and monitoring and the reassurance that these services are covered.**

Book at: [www.devoneducationservices.co.uk](http://www.devoneducationservices.co.uk)

Our website: [devon.cc/data-assessment](http://devon.cc/data-assessment)

## Costs

Devon LA maintained schools receive this core subscription package funded by DCC

Devon maintained schools ONLY





# Finance Consultancy

The core package includes consultancy and on-going support as well as the added benefit of access to the website and a named consultant for continued support throughout the year. The SLT, governors, Education and Skills Funding Agency (ESFA) and local authority need to see an accurate picture of the school finances which starts with the budget, and the team can work with you to produce the necessary reports from the financial reporting suite to monitor progress. Compliance with the Schools Financial Value Standard means that effective management of the delegated budget is required - we can help you achieve this substantial task.

## Core Package

- One half-day visit from a finance consultant per term tailored to your requirements.
- Access to a dedicated finance consultant for telephone and email support of up to 15 minutes per day. Call us for support on funding issues, setting up reports or accounting queries.
- Access to the finance consultancy website and regular newsletters.
- Bursar briefings (1 place per briefing per school/ federation). Additional places may be purchased.

From **£1,449**

## Additional finance consultancy days

Additional consultancy days can be purchased by subscribers to the core package to provide support as required.

From **£423 per day | £254 per half day**

## Bespoke quotes are available.

Just because it isn't listed here doesn't mean we can't help. If your school, academy, trust, or federation requires support not listed elsewhere in this section, please contact us with details. If you are from a non-Devon Authority, we would be happy to help as well.



# Finance Consultancy

## What can your Finance Consultant do for you?

Our Finance Consultants are experienced education finance professionals. Their services include, but are not limited to:

- Budget preparation /review for submission to governors using the local authority (LA) budget planning tool
- Production of the financial reporting suite of reports for governors and the LA
- Support the production of action plans/ revised forecasts where there are significant variances to plan
- Set up of the new financial year including any required structure changes
- Consistent Financial Reporting (CFR) mapping and review of issues versus the LA information
- Support the governing body in meeting the Schools Financial Value Standard (SFVS)
- Benchmarking as part of the SFVS requirements
- Budget Monitoring and FRS/Budget monitoring report from your finance system
- Management reporting
- Interview support including shortlisting and question setting
- Strategic support
- Funding projections
- Setting up electronic tools and templates
- Strategic advice
- Options appraisals
- FMS/Bromcom Health Checks
- Salary projections
- Yearend support
- Interpreting guidance and regulations
- Grant support
- Process design
- Induction support for new headteachers to provide an overview of the financial requirements of managing the trust budget and provide support to understand the role of internal audit and the role of the accounting officer.
- Induction support for new bursars to discuss the financial issues directly related to your academy accounts
- Bespoke finance training
- Interpreting Benchmarking and other financial data to inform decision making
- Benchmarking against similar settings
- Finance admin support
- Support changing MIS/Finance system
- Work through data issues in your local system compared to the LA central system

For schools and single budget federations, please note that schools within federations with separate budgets and finance systems will require separate SLAs.



# Finance Consultancy

**Compliance with the Schools Financial Value Standard means that effective management of the delegated budget is required - we can help you achieve this substantial task.**

---

## Finance Admin Cover Service

Our Finance Admin Cover Service will enable you to cover periods of absence, gaps in employment or to help with workload at peak times.

We offer a high level of experience. Schools will not need to provide us with any training or support. We know what you need and how to do it quickly. This makes us a very cost-effective solution compared to agency staff.

Finance Admin Cover includes:

- Raising invoices
- Paying invoices
- Raising orders
- Petty cash
- itrent admin
- School census
- School workforce census
- HR/contract admin
- FMS/Bromcom reconciliation
- Trial balance comparison
- Sims/Bromcom admin support
- Online payment support
- Early years headcount - nursery portal
- Linking to correct DCC departments

Finance Admin Cover does not include any work outlined within the Finance Consultant section except for Finance Admin Support

From **£289 per day**

## Benefits

- Ensure excellent value for money.
- Ease the burden of financial management with on-going support, help at year-end and assistance with everyday financial processing.
- Ensure you meet regulatory and reporting requirements.
- Increase integrity of financial and management information upon which strategic decisions are made.
- Boost school finance staff skill sets.

## Bursar briefings

A workshop style session giving latest updates on issues affecting the work of bursars. It also provides a networking opportunity for bursars to meet finance consultants, local authority representatives and school colleagues to consider new initiatives and share ideas and good practice.

These bursar briefings are available to school business managers and bursars who subscribe to finance consultancy with one free place available per school or on a pay-as-you-use basis.



# Finance Consultancy

## Budget planning workshop

Budget planning workshops allow schools to spend a specific day on preparing their 3-5 year budget plan, outside of the hectic school environment. Education Finance Consultants will be on hand throughout the day to provide advice and support, as well as the opportunity to network and discuss plans with other schools. The cost entitles you to bring up to 3 delegates to the session.

## Support services conference

An event bringing together education administrative professionals from across Devon to explore innovative strategies for supporting school systems in a rapidly evolving landscape. The conference provides updates, guidance and best-practice insights relevant to day-to-day school operations as well as creating an opportunity to bring staff together for professional learning, networking and shared problem-solving across administrative, operational and strategic domains.

*“Thank you for the work you did on reviewing our pupil premium allocation and expenditure. Coincidentally, Ofsted arrived two days after your visit and we were able to confidently discuss our pupil premium expenditure and impact.”*

Please see our website for further details: [devoneducationservices.co.uk/themes/support-services/finance/](https://devoneducationservices.co.uk/themes/support-services/finance/)



# Data Protection (UK GDPR)

We offer a comprehensive range of affordable data protection compliance solutions designed for all types of education providers. From maintained schools and academies to federations and Multi-Academy Trusts (MATs), we assist you in navigating the complexities of data protection laws. Given the volume and sensitivity of personal data handled by educational institutions, ensuring robust data protection practices is critical. As specialists in education, we are committed to equipping you with the necessary tools, knowledge, and support to achieve and maintain compliance with UK data protection laws. We take pride in understanding each of your schools and the unique challenges they face. Our service includes a dedicated, qualified Data Protection Officer (DPO) who provides proactive support in all aspects of data protection and Freedom of Information law. This allows you to concentrate on what you do best: educating your pupils.

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## Existing subscribers DPO annual subscription - RENEWAL

The outsourced DPO subscription renewal package provides continuous support and covers all your data protection needs including:

- Annual data protection compliance reviews either in-person or via Teams
- Regular compliance reports for governing body and SLT
- Telephone and email advice helpline
- Personal Data Breach management including pro-active advice and liaison with the data protection regulator (the ICO) where required
- Access to our Toolkit which includes template policies, privacy notices and guidance
- Access to our all staff data protection compliance training and bespoke SAR and Personal Data Breach training for data protection contact officers
- Free attendance at our popular half-termly DPO Networking Forums
- Termly newsletters including advice, support, tips and updates
- On-site data protection and information security training
- Cyber Security - advice and training on best practice and precautions to take to reduce the likelihood of a successful cyber attacks
- Continued in-person assistance with data mapping and RoPA
- Mentoring for your on-site data protection link

## New subscribers - Outsourced data protection officer subscription

New subscribers often need an extra help in hand to get up-to-speed and compliant with data protection legislation, and, in addition to the above, will receive the following additional services:

- Initial in-person data protection compliance assessment audit with a full report and action plan
- Assistance with carrying out Data Mapping in order to create or update a Record of Processing Activity (RoPA) in accordance with Article 30 of the UK GDPR



# Data Protection (UK GDPR)

## Multi-Academy Trusts and Federations

As the trend toward Multi-Academy Trusts and Federations continues to grow, the data protection complexities and unique challenges these structures bring are becoming increasingly evident. Our tailored DPO service is specifically designed for organisations that encompass multiple schools and academies. We offer a custom-built, comprehensive support package that unifies and integrates the overarching data protection culture of the educational enterprise, ensuring a consistent, level playing field across your entire organisation.

*“It is great to work with a DPO who so clearly knows their stuff!” Legal Director, Exeter Solicitors*

*“Thank you so much for your visit last week, I was feeling a little overwhelmed by everything that was going on and your visit today to guide me on how to process a complex SAR really helped.” Business Manager, North Devon School*

## Benefits

- Assurance that you are compliant with the requirements of the law and therefore less likely to incur fines from the regulator
- Access to a highly trained and experienced Data Protection Officer
- Avoiding the need to train or appoint your own DPO
- Training and ready-made policies and guidance available at your fingertips
- Reduced likelihood of personal data breaches and compensation claims

## Costs

**Subscription renewal:** Costs: from **£1,313** per school. MAT and federation packages are available from **£656** per additional school.

**Assessment audit:** **£709**

**Data mapping inventory:** **£709**



# Data Protection Support Packages

If an outsourced Data Protection Officer (DPO) provision is not right for you, have you considered our range of supporting resources for your school-based DPO. We have solutions to meet all of your DPO support needs and enable your school to meet their data protection obligations.

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## Updated Data Protection Officer (DPO) Toolkit

- Templates and exemplar policies
- Staff awareness online learning
- Termly newsletters
- Access to qualified DPO for advice and support via email/phone (6hrs)
- Access to termly DPO network meetings

**£786**

## Re-vised UK GDPR whole-school awareness training (online)

- One year's annual subscription to online learning, written by our qualified DPO.

**£103**

## DPO networking forum

- An opportunity for your school to continuously improve and develop your DPO's data protection knowledge (a requirement of UK GDPR) to better support your school and a chance for your DPO to meet other school DPOs and share their knowledge and expertise.

**Free of charge for subscribing schools**

**£84** per delegate (for non-subscribing schools)

## DPO Cover Service

- Our qualified DPO can provide sickness and absence cover in your school

**£POA**

## Bespoke Consultancy

- Mentor your DPO
- Data breach support
- Data protection impact assessment support
- DPO recruitment support
- Subject access request support
- Face to face bespoke training (to SLT, governors, ALL staff)

**£POA**

# Data Protection Support Packages

## UK GDPR in person training

An opportunity to have our qualified GDPR expert visit your school in person, to deliver your statutory data protection training.

**£261**

## Compliance Audit and Data Mapping Inventory

- GDPR Assessment Audit with a full report and action plan
- Creation or review of RPA log (Data Mapping Inventory)

**£709 (each)**

## Benefits

- Enable your school to meet their data protection obligations
- Support your school DPO to ensure that they maintain and develop their expert knowledge of data protection law and practices - a requirement of data protection
- Assist your school DPO to ensure compliance with all relevant data protection legislation
- Provide your school DPO with a trusted point of contact offering support and advice as and when required

*"A very useful session as always and you presented it brilliantly. Your knowledge on the subject is exceptional!" Chair of Governors, Large Multi-Academy Trust*

*"Jenny is always very helpful and professional. She is very knowledgeable in Data Protection so I feel very lucky to have her support." Business Manager, East Devon Primary School*



## Online learning courses

Managing data breaches  
Subject access requests  
Whole-school awareness training  
from £29



# Inclusion

<b>Inclusion</b>	
Ethnically Diverse Education Achievement Service	37
Ethnically Diverse Education Achievement Service (Devon maintained schools only)	39
SEND - Sensory and Physical	41
Early Help	44



# Ethnically Diverse Education Achievement Service

The new Ofsted inspection framework (2025) reinforces the expectation that all learners must experience a high-quality, ambitious and inclusive education, with a strengthened focus on how effectively providers meet their statutory duties under the Equality Act 2010. Inspectors will evaluate how well settings remove barriers to learning, particularly for disadvantaged pupils. This includes scrutinising curriculum accessibility, early identification of needs, the effectiveness of support, and how inclusion is embedded in everyday practice. Providers are expected to demonstrate that their approaches not only comply with statutory equality requirements but also actively promote equity, belonging and positive outcomes for every learner.

By working alongside you and using our specialist knowledge, we can help your school to improve educational outcomes for children and young people from ethnically diverse backgrounds, including Traveller heritages, refugees, young-asylum seekers and multilingual learners.

## Bilingual support package

Suitable for new arrivals or for children needing ongoing support to fully access the curriculum and reach their potential. It also can provide support for parents and school with communication and teacher planning. This can be delivered in the classroom, 1:1 or small groups.

£328 (6 hours)

## Multilingualism consultancy

Access expert knowledge to support your wider provision for multilingual learners. Our advisors can support you to plan intervention, proficiency assessments, develop policies and systems, develop classroom strategies and complete pupil observations for those causing concern.

£527 (6 hours)

## Teacher training (all key stages)

- Closing the word gap
- Supporting multilingual children with writing
- Supporting multilingual children in the Early Years
- Improving support for multilingual children
- Classroom strategies for multilingual children
- Gypsy, Roma, Traveller and Showmen awareness
- Equality, Diversity and Inclusion (EDI) awareness
- Understanding different cultures in our Devon schools

Delivered as webinars on key inset and twilight days, onsite/online at a date and time suitable to your school, as well as bespoke training.

£POA

## Translations

Getting key documents translated is crucial not only to meet your Equality Duty and Ofsted expectations, but also to ensure transparent communication and informed consent. Ensuring that learners and families feel safe and included. EDEAS provides a free quote.

£62 (1 hour)



# Ethnically Diverse Education Achievement Service

## Interpreter support

For parent's evening, check-in meetings, multi-agency meetings, SEND assessments and reviews, option evenings and all other opportunities for communication.

In person support in over 20 languages and online support in 100s of languages.

**Online £62 (1 hour) In person £123 (1 hour)**

## Home Language Communication Assessments (HLCA)

Supports identification of additional needs.

**£527 (6 hours)**

## Workshops for learners

- Equality, Diversity and Inclusion (EDI) pupil forums
- Future focus workshop (for Traveller learners and their peers)
- Bilingual story telling
- Cultural exchange and celebrations workshops

## Home language GCSEs

- Online preparation classes
- Interpreter support for paper 2 (conversational role play)

## Equality, Diversity and Inclusion (EDI) consultancy

This unique consultancy focuses on your wider EDI needs to help children and staff feel safe and included. We can provide advice on meeting the needs of ethnically diverse, gender diverse and/or LGBTQ+ learners, incident management, policy reviews and including planning for induction, inclusion and transition.

**£527 (6 hours)**

## Gypsy, Roma, Traveller and Showmen (GRTS) consultancy

Our experienced advisors can provide consultancy to mitigate the barriers to attendance, communication and attainment that the GRTS communities face. Providing guidance, support with intervention development, communication links with families, cultural awareness, advice on attendance coding (T code) and distance learning packs.

**£527 (6 hours)**



# Ethnically Diverse Education Achievement Service

Devon maintained schools ONLY



**Do you have multilingual pupils or Traveller pupils in your school? The new Ofsted inspection framework (2025) reinforces the expectation that all learners must experience a high-quality, ambitious and inclusive education, with a strengthened focus on how effectively providers meet their statutory duties under the Equality Act 2010.**

**By working alongside you and using our specialist knowledge, we can help your school to improve educational outcomes for children and young people from ethnically diverse backgrounds, including Traveller heritages, refugees, young-asylum seekers and multilingual learners.**

**The LA core offer for maintained schools includes:**

## Professional development

Key inset day and twilight webinars on:

- Closing the word gap
- Supporting multilingual children with writing
- Supporting multilingual children in the Early Years
- Improving support for multilingual children
- Classroom strategies for multilingual children
- Understanding different cultures in our Devon schools
- Gypsy, Roma, Traveller and Showmen (GRTS) awareness

GRTS awareness eLearning course.

## Supporting multilingual learners

### Advisory consultancy

- Supporting multilingualism clinics – advice and support
- Supporting new multilingualism coordinators
- Guidance on proficiency assessments and intervention
- Specialist knowledge on wider inclusivity and provision
- Pupil observation for children causing concern
- Guidance on 'EAL' funding
- Educational support in multi-agency meetings

### Bilingual support for children at proficiency level A and B

Support visits delivered by our Bilingual Support Workers, which can include:

- Supporting the child in class, in small groups or 1:1
- Use of induction checklist as guidelines for support
- Support for parents, teacher and child

### Access to resources

- Supporting multilingualism policy, exemplar and guidance
- Bilingual resources on our webpage
- Proficiency assessments for Early years, KS1, KS2 and KS3/4

### Interpreter support

- For parent's evening, check-in meetings, multi-agency meetings, SEND assessments and reviews, option evenings and all other opportunities for communication
- Each child is entitled to up to 1 hour online funded interpreter support/year



# Ethnically Diverse Education Achievement Service

Devon maintained schools ONLY



## Supporting Gypsy, Roma, Traveller and Showman (GRTS)

### Advisory consultancy

- Supporting GRTS children clinics - advice and support
- Support with school admissions
- GRTS cultural awareness guidance
- Guidance on enhanced transition plans
- Educational support in multi-agency meetings
- Support with communication link with families
- Guidance on developing inclusive approaches
- Support on using the attendance T code and planning distance learning packs

### Access to resources

- Funfair month, and Traveller history month resources
- One-minute guides on supporting GRTS children

## Further core support

- EDEAS newsletter
- Support with cultural nuances
- Access to all resources on EDEAS website
- Access to the Equality and Inclusion policy exemplar and guidance, as well as the Equality duty cycle review template

## Purchasable enhanced support:

- Home language GCSE preparation classes and support with paper 2
- Training outside of the key Inset day webinars
- Additional bilingual support
- Translations
- Further interpreting support
- Equality, diversity and inclusion consultancy
- Cultural exchange workshops and storytelling



### Costs for enhanced support

Bilingual support **£328 (6 hours)**

Online interpreting **£62 (1 hour)**

Onsite interpreting **£123 (1 hour)**

Translation service **£62 (1 hour)**

Consultancy **£527 (6 hours)**



# SEND - Sensory and Physical

**Some children and young people require special educational provision because they have a disability which prevents or hinders them from making use of the educational facilities generally provided. These difficulties can be age related and may fluctuate over time. Many children with a sensory and/or physical need will require specialist teaching support and/or equipment to access their learning.**

**The SEND code of practice states that the UK government is committed to inclusive education of disabled children and young people and the progressive removal of barriers to learning and participation in mainstream education.**

**The Sensory and Physical Team can provide support and training to ensure compliance with the Equality Act 2010, which classifies disability as having a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.**

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## **Bespoke consultancy**

The team support schools and settings in identifying and removing barriers for children with a wide range of disabilities and improving outcomes of children.

This can be done through:

- 1:1 assessments
- An observation of the child in the classroom and how they access the curriculum
- Support, guidance and implementation of sensory specialist curriculum
- Evaluation of the learning environment
- Teaching strategies and modelling good practice to support staff
- Strategies to promote inclusion within the classroom
- Defining and highlighting the possible impact of a sensory and/or physical need
- Identification of what the problems are when a child has a sensory loss e.g. possible delay in language acquisition, localisation of sound, impact of background noise, behaviour implications, accessing incidental learning, acquisition of language - assessment, monitoring and intervention
- What is the impact of the sensory loss e.g. delays in acquisition of phonics, effects on learning to read, unconventional letter formation in writing, potential delay in educational outcomes
- How to address the sensory loss and problems e.g. appropriate amplification and the limitations - hearing aids and assistive listening devices, how to monitor and maintain equipment, bringing the child to the fore, effective use of technology - maximising contrast on white boards, supplementing visual information with auditory information
- Training for school staff to raise awareness of sensory loss and increase capacity within school
- Specific guidance regarding individual needs
- Signposting to other services/sources of information
- Specialist support on access to the curriculum including practical lessons and recording
- Advice on appropriate resources and adaptations
  - Sensory and physical
  - Communication and interaction
  - Cognition and learning
- Specific support and guidance during times of transition
- Assistance in identifying and managing fatigue/pain levels
- Guidance around establishing and maintaining friendship groups
- Working as part of the multi-disciplinary team around a child and contributing to the creation and implementation of statutory and non-statutory plans
- Helping schools meet their statutory legal requirements regarding the moving and handling of children with physical difficulties through training and ongoing support. See next page for courses available.



# SEND - Sensory and Physical

## ICT consultations:

The correct use of technology can transform the learning experience for a child or young person. ICT consultations aim to help schools support pupils with SEND when using technology.

They are suitable for settings that:

- Want to start using technology with SEND pupils but are not sure how to proceed.
- Already make use of technology but want to make it more accessible for individual needs.
- Want to support pupils who require alternative ways of working.
- Need ideas of how to develop specific skills when using technology.

Each consultation is linked to the specific needs of the child or young person being discussed and may include:

- Strategies for how to develop typing skills
- Strategies for how to use Speech to text
- How to make use of accessibility features on devices
- Suggestions of apps to support different areas of learning
- Advice on relevant types of devices (iPads / Chromebooks / Laptops)
- Recommendations of support software for literacy and other subjects
- Tips for how to implement ideas in the setting
- Discussions around peripherals such as headsets, keyboards and styluses.
- How to use digital tools to foster independence and engagement.

Whether you're looking to enhance provision or embed inclusive tech practices, an ICT Consultation can offer practical advice, tailored strategies, and inclusive solutions for your setting.

The sessions last approximately 45 mins and will be specific to the needs of the child or young person, based on information submitted during booking and through any discussions had during the session.

For more information please contact:

[educate.specialeducationalneeds-mailbox@devon.gov.uk](mailto:educate.specialeducationalneeds-mailbox@devon.gov.uk)

## Benefits

- Know how to keep yourself safe when handling children and young people
- Be able to use safe handling techniques confidently
- Understand the process and importance of risk assessment
- Be aware of legal requirements relating to moving and handling
- Have knowledge of a range of handling aids and equipment

## Guidance and support on sensory needs, physical development and adaptive access to ICT

Visit our web pages: [devon.cc/sensory-physical](http://devon.cc/sensory-physical)



# SEND - Sensory and Physical

## Sign to Me: British Sign Language signing club for primary schools

Ideal for schools, after school clubs, lunch time clubs and other groups, this resource can contribute to your modern foreign language offer 36 practical lesson plans include activities, vocabulary lists and resources.

Some children with complex needs will fall into the criteria for being seen through the Devon core service, but if they do not, our time can be purchased.



### Costs

Multiples of 6 hours (only required to top up what Devon LA provides as part of its core services):

**£527** for 6 hours.

**£317** for 3 hours.

## ICT consultations

Supporting the access to and use of ICT in schools for children and young people with a wide range of needs:

- Sensory and physical
- Communication and interaction
- Cognition and learning



## Online learning courses

Preparing and Modifying Text for Children with Visual Impairment in your School

Language and Listening and Communication in EYFS

An Introduction to British Sign Language

Childhood Visual Impairment:  
Impact on Mental Health and Wellbeing

*"Thank you so much for visiting the setting yesterday, you were like a breath of fresh air, so full of information and very reassuring that you will have the CYP's best interests at heart." Headteacher*

*"We really appreciate the support you give us. It's great that we know when you're here so I can direct any queries your way." Class Teacher*

*"Thanks so much for all your support, It's clear how much expertise the school will get from you." Class teacher*

*"Deaf awareness training was engaging and, useful in terms of strategies and reinforcing the importance of quiet during teaching." SENDCo*

# Early Help

## What is Early Help?...

Early Help is support for children, young people and families when they need extra help to thrive. It isn't a single service or team—it's a way of working where different professionals come together with your whole family to improve things for everyone.

Early Help focuses on building your family's strengths, helping you find long-term solutions and develop skills to manage future challenges. Support can be offered from pregnancy through to adolescence and can help with a wide range of issues, including parenting, school attendance, emotional wellbeing, family relationships, money worries, SEND, and concerns about harmful behaviour.

## Why might my family need Early Help?

Sometimes a difficulty affecting one person impacts the whole family. Getting support early can make problems easier to manage and improve life for everyone.

## How does it work?

You will have one main contact—your lead worker—who helps coordinate the right support quickly. You'll be involved in setting your goals, and information will only be shared with your permission.

**Universal - Level 2 support** is available through Family Hubs.

**Targeted Level 3 support** (from a Family Intervention Worker or Links Practitioner) requires an Early Help Assessment and a Request for Support form.

Further information: [www.devonscp.org.uk](http://www.devonscp.org.uk)





# Safeguarding and Attendance

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# Safeguarding

*“Everyone who comes into contact with children and their families has a role to play. School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating.”*  
(Keeping Children Safe in Education).

## Safeguarding review

Designed to support the school to meet statutory requirements by conducting a safeguarding review which will inform the school of significant additional risks that need to be addressed. We will make recommendations where appropriate and help the school to maintain and develop a safeguarding culture in accordance with Ofsted requirements and good practice.

### How do you implement and manage safeguarding within your school?

Our safeguarding reviews offer schools the opportunity to evaluate their current practices and procedures against national and local expectations. Our reviews remain a very popular product in supporting leaders to evaluate their safeguarding responsibilities and in preparing for inspection. The process involves reviewing the schools safeguarding website content and a visit to a school for up to 4 hours. The visit will reflect on:

- Website content against requirements and how additional information is shared
- Undertake and share the outcomes of a staff survey
- Review of the Single Central Record and staff personnel files
- Reflect on the effectiveness of site security, signage and visitor welcome procedures
- Talk to children
- Review safeguarding records for children where concerns exist and how aspects such as attendance are monitored
- Consider the impact of a broad range of training including for those in lead safeguarding role
- Discuss the impact of a wide range of policies and procedures including staff expectations set within these

Following the review, a report is completed highlighting any areas for development with links to, or copies of resources to support these aspects where appropriate. The school will also have a copy of the smart-survey staff questionnaire results. These are anonymous so suitable to share with governors and very useful for inspection.

### Costs

Consultancy rate: 6 hours **£527**, 3 hours **£317**

### Safeguarding review

1 day review (up to 4 hours on site) and annotated review template **£527**

### Benefits

- Fast and direct access to safeguarding support
- Proven, quality service from experienced and trusted professionals
- Experts who understand the South West context



# Safeguarding

## Bespoke consultancy

We can offer bespoke consultancy to address specific safeguarding issues and/or provide safeguarding support for your designated safeguarding lead.

### Coaching for Designated Safeguarding Leads (DSL) and Deputy Designated Safeguarding Leads (DDSL):

A blend of virtual and face-to-face coaching and supervision for those who work within the safeguarding team. As a team we are now offering mentoring sessions for DSLs and other staff within the Safeguarding team, this support is designed to support you in your DSL role.

- The purpose of the sessions will be to provide an opportunity for reflection and sharing of good practice. The session can take place virtually or face to face, 1:1 or in small groups and is designed to provide a safe space that enables you to share and reflect confidentially and with confidence.
- Being a DSL along with a number of different responsibilities is often complex and challenging. We are hopeful these mentoring sessions will help to provide you an opportunity to build your network of support and to provide a platform to raise concerns, frustrations and to increase your knowledge base.
- Time for this work can be bought in 3 hour blocks which enables one face-to-face visit.

### Internet safety parents' workshop (bespoke school-based training)

Technology workshop - supporting parents and carers to help their child or children use the internet safely. The session is designed not to scare or intimidate, but to reflect and review what the dangers of the online or virtual world are and how, as parents and carers we can help our children navigate the challenges they will face.

*"The trainer is clearly an expert in the field of safeguarding, but also very skilled at tailoring the key messages to parents. This workshop provides a great balance between hard-hitting messages about the dangers and potential risks to children online, whilst also providing practical strategies and empowering parents to be able to help. The trainer formed a great rapport with the audience, actively engaging them with some challenging content. Parents found the session extremely useful and I would highly recommend this workshop to other schools."*

[devoneducationservices.co.uk/products/2523](https://devoneducationservices.co.uk/products/2523)

## Training and professional development

Current courses include:

- Extremism, radicalisation and PREVENT - training suitable for all school staff
- Child protection raising awareness (group 2)
- Two day initial group 3 safeguarding
- Safer recruitment and allegations management (nationally accredited)
- Group 3 safeguarding refresher training
- Safeguarding for governors
- Coaching/mentoring within child protection
- Safeguarding for administrators
- Child sexual exploitation

### Safeguarding subscriptions for academies and MATs

- Establish, implement and follow good safeguarding policies and procedures
- Ensure all staff are aware of and follow your safeguarding policies and procedures
- Ensure that all staff and volunteers receive child protection training to promote the welfare of your children and protect them from harm.



# Safeguarding

## Choose the safeguarding subscription that best suits the needs of staff in your school/academy

### Our most comprehensive package E subscription includes:

- Membership of website with unlimited access to safeguarding policies, procedural updates and changes in legislation including guidance on implementation
- Safeguarding forum
- Phone and email support
- Monthly newsletters
- Access to Facebook page
- Access to podcasts
- Child protection refresher training
- Safeguarding review
- One selected training from the list
- 3 hours coaching for DSL in each school

*“Staff across our multi-academy trust have consistently praised the training delivered by the safeguarding team at Devon Education Services (DES). Whether face-to-face or online, the trainers use their own expertise, thoughtful scenarios and the experience of the staff in the session, to deliver impactful CPD. The wider support from DES in terms of the online materials, easy availability of experts to discuss situations with and the option to work collaboratively on bespoke projects has brought real benefit across our schools. On behalf of all of us I wanted to email to say thank you for the time, commitment and skill with which you audited our centres. Although we know you had an audit template to go through, it never felt like a ‘tick-box’ exercise and you took such care to respond sensitively and appropriately within our context. We really appreciate it. We were so pleased that you met students at each site too!”*  
Multi-academy trust

*“I love the Facebook group - a great way to keep up with things. Thank you for setting this up. It’s so useful and to have all that information in one place... when things arise, it’s easy to find help.”* DSL Devon primary school

SUBSCRIPTION	Package A	Package B	Package C	Package D	Package E
Membership of website	✓	✓	✓	✓	✓
Safeguarding forum	✓	✓	✓	✓	✓
Phone and email support	✓	✓	✓	✓	✓
Monthly newsletters	✓	✓	✓	✓	✓
Access to Facebook page	✓	✓	✓	✓	✓
Access to podcasts		✓	✓	✓	✓
Child protection refresher training (for the DSL)			✓	✓	✓
Safeguarding review		✓	✓	✓	✓
One selected training from the list * * Each 1.5hr/2hr session delivered either virtually or face-to-face (where possible)			✓ (held in one central MAT venue)	✓ (for each school in MAT)	✓ (for each school in MAT)
3 Hours coaching for DSL in each school					✓
<b>Price for the lead academy in the MAT</b>	<b>£688</b>	<b>£1,106</b>	<b>£1,648</b>	<b>£1,648</b>	<b>£1,912</b>
<b>Price per additional academies</b>	<b>£321</b>	<b>£713</b>	<b>£713</b>	<b>£919</b>	<b>£1,181</b>

- \* one selected training from the list:
- CPRA (can be specific to primary/secondary)
  - Focussed session on: neglect, physical, sexual and emotional abuse
  - Safer recruitment refresher
  - SCR and personnel file review
  - On-line safety

- Exploitation
- Prevent
- Harmful sexual behaviours
- Single central record review
- Whole governing board safeguarding session

Please note: Schools can exchange the safeguarding review for any two of the list above.



# Safeguarding



**Section 175 of the Education Act 2002 places a duty on local authorities and schools' governing bodies to make arrangements for carrying out their functions with a view to safeguarding and promoting the welfare of children.**

***“Everyone who comes into contact with children and their families has a role to play. School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating.”***  
**(Keeping Children Safe in Education).**

In addition to the services that we provide on behalf of the LA, the following may be purchased by DCC maintained schools:

### **Safeguarding review**

Designed to support the school to meet statutory requirements by conducting a safeguarding review which will inform the school of significant additional risks that need to be addressed. We will make recommendations where appropriate and help the school to maintain and develop a safeguarding culture in accordance with Ofsted requirements and good practice.

### **How do you implement and manage safeguarding within your school?**

Section 157/175 of the Education Act 2002 places a duty on local authorities and schools' governing bodies to make arrangements for carrying out their functions with a view to safeguarding and promoting the welfare of children. How do you:

- Safeguard your children and staff?
- Review your safeguarding policies and processes to manage change/improvement?
- Identify training needs and maintain designated safeguarding leads at group 3?
- Identify and ensure whole-school training is carried out?
- Identify and ensure group 2 and safer recruitment training is carried out?

We can help implement and facilitate management of safeguarding within your school by providing:

- A comprehensive review to ensure your statutory requirements are being met
- Review current recruitment procedures and record keeping
- Help with change/improvement. We can provide:
  - Templates and models
  - Group 3 training for designated safeguarding leads and their deputies
  - Regular training
  - Group 2 and/or safer recruitment training for governors and heads

This list is not exhaustive.

*“I just wanted to say how well received the training for our staff on our non-pupil day was. They found the trainer thoroughly knowledgeable, and the session was interactive and informative”*

### **Costs**

#### **Safeguarding review**

1 day review (up to 4 hours on site) and annotated review template **£527**



# Safeguarding

## Bespoke consultancy

We can offer bespoke consultancy to address specific safeguarding issues and/or provide safeguarding supervision support for your designated safeguarding lead.

## Training and professional development

Current courses include:

- Extremism, radicalisation and prevent - training suitable for all school staff
- Child protection raising awareness (group 2)
- Two day initial group 3 safeguarding
- Safer recruitment and allegations management (nationally accredited)
- Group 3 safeguarding refresher training
- Safeguarding for governors
- Coaching/mentoring within child protection
- Safeguarding for administrators
- Child sexual exploitation

## Benefits

- Fast and direct access to safeguarding support
- Proven, quality service from experienced and trusted professionals
- Experts who understand the South West context



## Costs

Consultancy rate: **£527**

# Safeguarding Online Learning

## **Safeguarding level 1**

From September 2021, it is essential that all staff who work directly with children and young people in an education setting read at least Part One or Annex B of the most recent KCSiE and that those staff working in education settings, who do not have direct contact with children and young people read and understand either Part One or Annex A (KCSiE).

In addition KCSiE is clear that staff need to receive regular safeguarding training. This level 1 online safeguarding training is designed to help schools provide basic safeguarding awareness to their staff team and to help evidence the training that has taken place.

This training has been written specifically to be accessible for all levels of literacy and includes audio files to aid understanding and emphasise key points. The training takes approx 30-45 minutes to complete and you will receive a certificate upon completion.

Audience: cleaners, catering staff, grounds/site management,visiting contractors.

## **Safer recruitment**

This online course has been written by our highly regarded Safeguarding Team, for governors, trustees and people who work with children and young people in schools, settings and other agencies in England. It is designed to increase your knowledge and understanding of safer recruitment and it will enable you to be compliant with the most recent KCSiE statutory guidance.

## **Safer recruitment refresher**

How can you be sure that leaders are taking all reasonable measures to ensure that adults are safe to work with children? This online safer recruitment refresher course is designed to increase and refresh your knowledge and understanding of safer recruitment. This training is not a safer recruitment qualification. It is a refresher course for those who have previously completed online initial safer recruitment training with an accredited provider.

## **Safeguarding induction for new governors**

This online course will look at the safeguarding role of governors. You will be introduced to key documents and guidance and find out what safe looks like? You will learn about the role of inspection and sources of possible evidence.





# Attendance Improvement

**The Attendance Improvement Service wants every child thriving in an education setting every day. We do this by supporting schools, settings, children, and their families to aspire to and maintain high levels of attendance by identifying and breaking down the barriers preventing children from attending school regularly.**

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## Core offer to all Devon schools

Under the guidance Working together to improve school attendance ([publishing.service.gov.uk](https://publishing.service.gov.uk)), the Attendance Improvement Officer (AIO) will:

- Support and work with Devon schools on the early identification of emerging patterns of irregular pupil attendance, whilst paying particular attention to supporting our most vulnerable pupils
- Work together to agree a joint approach for severely absent pupils (50% and below), this may include specific support with attendance or a whole family plan
- Provide ad hoc advice, support and guidance via email or telephone
- Any school can book onto the AIO Consultation line which is available Monday, Wednesday and Friday's.
- Arrange a termly targeted support meeting for all secondary schools and large primary schools
- Have regular contact with smaller primary schools
- Advise the family's lead practitioner on any attendance elements of a family's attendance plan
- Give advice on legal intervention where all support processes have failed or where there has been non engagement and all parties agree this is the most appropriate course of action
- Advise schools about undertaking formal legal escalation meetings (formally fast track)
- Work to develop strategic policies and procedures in partnership with schools and other agencies to improve pupil attendance across the county.

This means that the Attendance Improvement Officers (AIOs) will no longer be able to visit schools on a regular basis (unless you have purchased additional time on the shop) to discuss attendance or be able to attend school-based meetings which are arranged to discuss and agree action plans in relation to individual pupil absence. The AIO may attend to offer support to new members of school staff where structuring such meetings is an identified training need.

## Additional purchased hours can be used for:

- Providing strategic advice on policy and practice
- Offering advice and training on the evaluation of attendance data
- Early help establishing rigorous and detailed casework improvement
- Instigating an effective legal process to address parental responsibility
- Maintaining multi-agency practice to address issues affecting good attendance
- Attendance Improvement Officer (AIO) time to address Ofsted identified areas for improvement

## Support, training, guidance and advice

Available to both teaching and non-teaching staff, focussing on efficient registration processes, effective data collection and analysis and identifying possible barriers to attendance as well as opportunities for sharing and disseminating good practice.



# Attendance Improvement

## Data collection and analysis

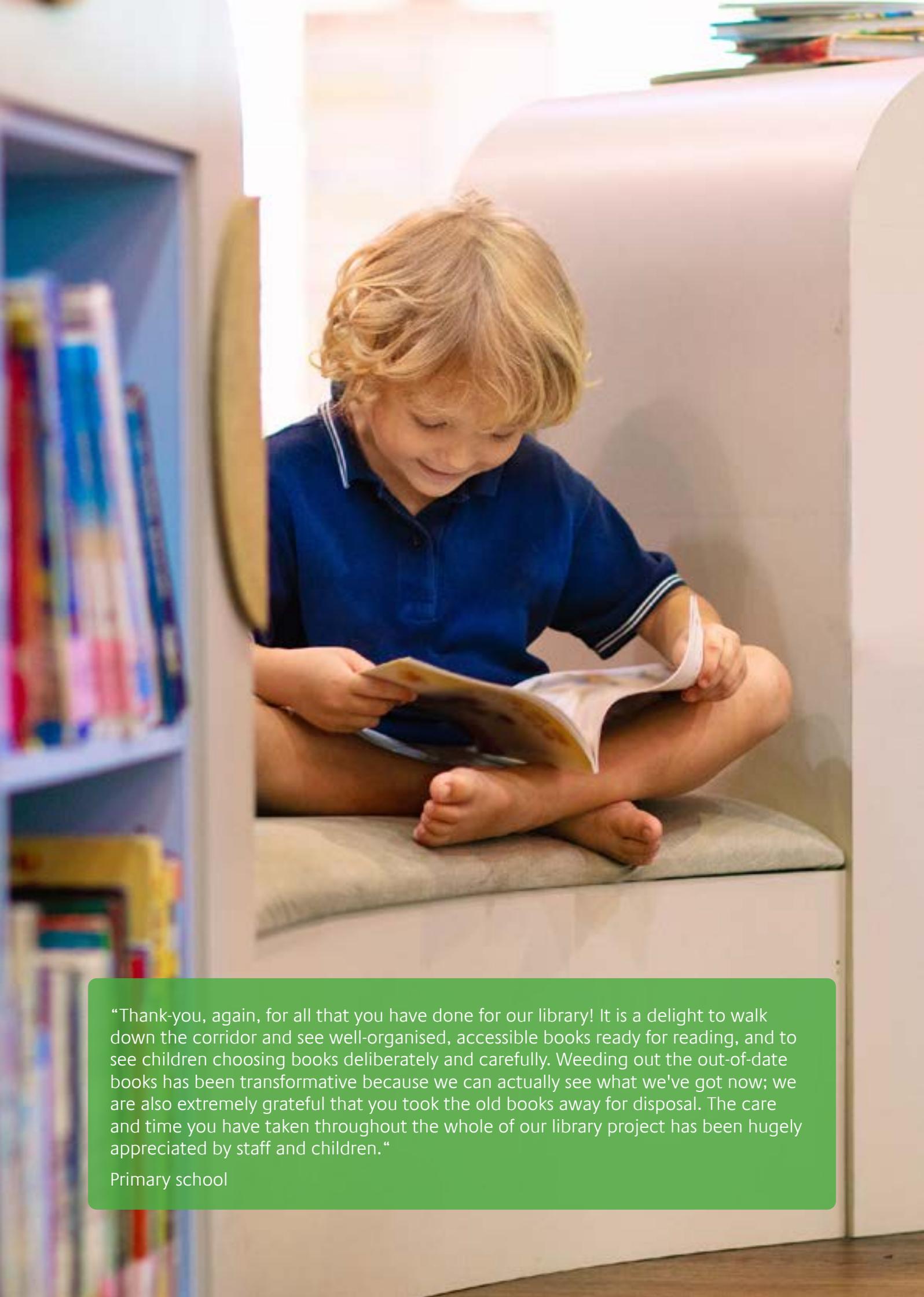
This will involve an in-depth look at the school or setting's attendance data and linked to other relevant data such as behaviour (suspensions), bullying, prejudice and hate related incidents, to analyse trends. Data analysis can be based at an individual level, registration, or specific year group as well as at a whole school/academy level. This data analysis can be used to inform the school or setting's overall strategy and can be included as part the school development plan to measure progress made.

### Benefits

- High-quality service from skilled and experienced professionals with a sound knowledge of legislation, current guidance and best practice
- Support to develop a strong attendance culture in your school or setting with robust policies and processes designed to improve attendance for all pupils
- Clear pathway of support to address barriers to attendance for your pupils including where medical needs are a barrier
- Effective strategies and support early for tackling attendance related concerns, including lateness
- Support to make the best use of your school data to inform your strategy and wider school improvement plan
- Support for all staff in specific roles such as designated teachers, safeguarding leads, child protection and early help co-ordinators, mental health and pastoral leads, SENCOs
- Access to a 'one stop shop' service for all attendance and safeguarding concerns

### Costs

Multiples of 6 hours (only required to top up what Devon LA provides as part of its core services):  
**£POA** for 6 hours



“Thank-you, again, for all that you have done for our library! It is a delight to walk down the corridor and see well-organised, accessible books ready for reading, and to see children choosing books deliberately and carefully. Weeding out the out-of-date books has been transformative because we can actually see what we've got now; we are also extremely grateful that you took the old books away for disposal. The care and time you have taken throughout the whole of our library project has been hugely appreciated by staff and children.”

Primary school



# Teaching and Learning

<b>Teaching and Learning</b>	
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“The EYC’s expert advice and guidance has ensured our Early Years Nursery and Reception units continue to go from strength to strength. She asks thought-provoking questions and facilitates professional dialogue that results in the best possible provision and outcomes for our children.”



# Early Years Foundation Stage

**The Early Years Quality and Inclusion Partners (EYQIP) are all qualified teachers and experienced EYFS specialists with a range of knowledge across the EYFS curriculum, and an understanding of the pedagogical approaches of early years teaching and learning. They can support your school and governor-run settings to develop effective EYFS provision through high quality consultancy, training and professional development services, and enable schools to consider current thinking and creative approaches to meeting the needs of all children.**

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## **Bespoke consultancy**

The focus of the visit is negotiated with school leaders and EYFS teaching staff to best meet the school's needs for EYFS. This could include:

- Managing and leading the EYFS, including support for governors or trustees
- Observation of teaching and learning
- Learning walk with EYFS lead/senior leadership team (SLT)
- Planning the indoor and outdoor learning environments
- Provision of an inclusive learning environment
- SENDCo support with inclusion in reception
- Leading EYFS staff meetings
- Crafting an EYFS curriculum advice
- Moderation of EYFS Profile judgements and assessments; this can be done in one school or multiple schools and academy trusts

## **Termly EYFS briefings**

These well-established EYFS briefings delivered by the early years quality and inclusion partners enable EYFS Leads and teachers in schools to keep up to date with current early years issues, developments or new initiatives.

*“Through class-based observations, face-to-face discussions and supportive feedback documentation, the EYQIP helped us to review our current practice. Her substantial knowledge and experience of Early Years was a valuable resource to draw on. She provided many great ideas and gave constructive advice and support on ways of enhancing our curriculum. Her guidance acknowledged the context of our school and was strongly centred around helping us to reduce workload. Her kind manner and encouragement helped us to celebrate all the positives we already have, as well as assisting us to see opportunities for further development.”*



# Early Years Foundation Stage

## EYFS review

An external review of the quality of early years provision and practice to support self-evaluation and to guide developments in the EYFS. The aim of the review is to provide a full evaluation of the EYFS curriculum, provision and practice at your school. This will include detailed feedback and a written report to help schools effectively evaluate their EYFS practice and provision and drive improvement.

An early years quality and inclusion partner will undertake a comprehensive evaluation on all areas of practice including:

- Observation and assessment processes
- Enabling environments
- Staff interactions with children
- Quality of education
- Quality of leadership and management

Following the evaluation, a detailed written report will be provided identifying key priorities and recommendations to support and guide improvements in the quality of provision for children.

Costs: **EPOA** based on size of the school and number of children.

## Benefits

- Building on the implementation of the 2025 revised statutory framework
- Enhance the quality of teaching and learning in your EYFS
- Quality assurance of your self-evaluation
- Development of the leadership capacity of your staff
- Improved provision of inclusive educational opportunities including the development and evaluation of your Ordinarily Available Inclusive Provision (OIAP)
- Ideas and interventions to support disadvantaged learners
- Confidence that the school is providing high-quality two year old provision



## Online learning courses

Attachment Based Beginnings  
Supporting the wellbeing of practitioners  
in the early years  
Supporting the wellbeing of  
children in the early years

### What is BookWrites?

- An innovative package of English teaching sequences for Y1-Y6, BookWrites is a well-established publication written by the Devon English Team and a firm favourite with many schools across the country. It is a dynamic resource which has developed over time in response to ongoing pedagogical research into teaching writing, together with support from expert classroom practitioners.
- With BookWrites, we have brought together our love of high-quality children's literature with expert knowledge of teaching all aspects of writing. Our aim is to provide a secure but flexible framework and sequence of learning, within which teachers can develop their own expertise and agency.

### Why choose BookWrites?

- Proven impact in improving writing standards
- Adaptable for mixed aged classes of all types
- Based on a huge range of high-quality core texts
- Flexible resources to build bespoke progression plans
- Complete coverage of the National Curriculum
- Enables meaningful links with the wider curriculum
- Incorporates choice in outcomes, developing children's authorial voice
- Embedded grammar activities focused on purpose and audience
- Adaptable teaching suggestions and resources
- Access to adviser support and flexible training packages

### How to subscribe to BookWrites and BookBuds

Plans can be purchased individually or as a whole package:

- **£191** for our 1 years subscription (including BookWrites and BookBuds) including all plans, updates and access to our subscribers area
- Individual plans **£5 each**

If you are buying for a Trust or federated group of schools, we offer further discounts to support you.

To access free sample plans and browse the complete booklist visit:  
[devoneducationservices.co.uk/products/2476/](https://devoneducationservices.co.uk/products/2476/)

*"Having the curriculum planning there to underpin my teaching has been incredibly reassuring. I know with certainty that the texts I am teaching across the year will provide my children with all they need to become excited and able writers." Early Careers Teacher*

*"I love the flexibility of being able to use what my children need from each Book Writes sequence. As a teacher I feel this values the knowledge I have about my children and allows me to make informed decisions about what they need." Class teacher*

## What is BookBuds?

BookBuds is the latest in our suite of publications. BookBuds are plans for Reception classes that are compatible and consistent with the BookWrites pedagogical approach to teaching writing but matched to the EYFS curriculum. They provide a perfect foundation for writing in the Early Years whilst also enabling a smooth transition to BookWrites in Y1.

We are aiming to provide plans for an entire year that are sequenced from the beginning of the autumn term through to the end of the summer term. We hope that the plans will enable YR teachers to then go on to create additional plans of their own if they wish.

## Why choose BookBuds?

- Enables consistency for schools using BookWrites but can be used by any school wanting a text-based approach in YR
- Written with high-quality texts as starting points
- Detailed teaching ideas for oral language, reading and writing
- Planned activities for other areas of the EY curriculum, facilitating connections within continuous provision and direct teaching
- Offers specific guidance on providing different contextual writing opportunities:
  - Whole class modelling and creating texts
  - Small group teaching and application of current phonics/word knowledge
  - A choice of independent writing opportunities
- Additional linked texts providing enrichment and breadth
- Written in collaboration with expert EYFS teachers

## How to subscribe to BookWrites and BookBuds

Plans can be purchased individually or as a whole package:

- **£191** for our 1 years subscription (including BookWrites and BookBuds) including all plans, updates and access to our subscribers area
- Individual plans **£5 each**

If you are buying for a Trust or federated group of schools, we offer further discounts to support you.

To access free sample plans and browse the complete booklist visit:

[devoneducationservices.co.uk/products/2476/](https://devoneducationservices.co.uk/products/2476/)

# Assessment of Writing

**Assessment of Writing is designed to support teachers in making accurate, evidence-based assessments of writing across KS1 and KS2 where no national criteria or exemplification exists, in order to support teachers in establishing appropriate expectations in writing for every year group.**

The publication contains collections of writing at EXS and GDS for every year group from Y1-Y6 with detailed commentary and assessments grids, providing exemplification in a similar style to the STA exemplification for Y2 and Y6. The authors of the resource are all experienced Local Authority moderators and English Advisers working in schools and providing training for teachers.

## Why buy Assessment of Writing?

- Supports accurate teacher assessment in all year groups
- Supports teachers with expectations and subject knowledge for individual year groups, particularly when new to year
- Provides materials for schools to use for standardisation and moderation training
- Aligns with STA moderation collections used by Y6 and Y2 teachers and therefore provides consistency of approach
- Enables objective discussions about evidence in children's writing with genuine collections from schools
- Commentaries include clear explanations and specific examples from the writing to evidence each statement of the year group criteria
- Includes the children's original handwritten copies (with transcripts where necessary)
- Allows an 'at-a-glance' overview of the strength of the collection via the Evidence Gathering Grid (EGG)

## What is Assessment of Writing?

This publication is designed to support teachers in making accurate, evidence-based assessments of writing across KS1 and KS2 where no national criteria or exemplification exists and therefore provide support for teachers in establishing appropriate expectations for their year group. Assessment of Writing comprises collections of writing assessed as EXS and GDS for every year group together with completed Evidence Gathering Grids (EGG) and detailed commentaries, providing exemplification in a similar style to the STA exemplification for Y2 and Y6.

All the collections of writing are from individual pupils from different schools with the standards awarded moderated by our team of STA approved statutory moderators. Across the whole resource, there is a range in terms of the strength of evidence that the writing demonstrates with some collections reflecting very secure evidence while others meet the criteria but with less security.

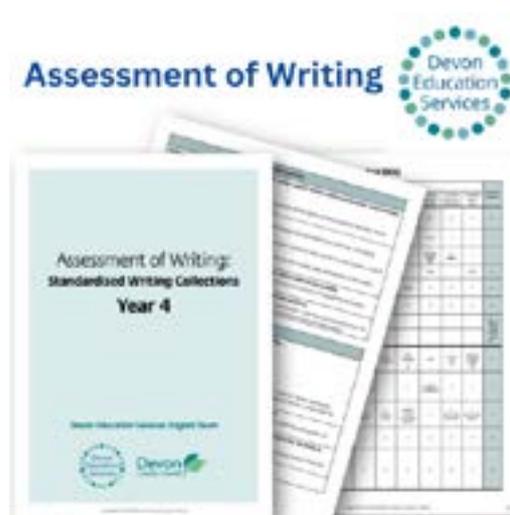
## Why use Assessment of Writing?

The materials can be used in a range of ways:

- To support in-school standardisation and moderation
- To support judgements for individual pupils
- To develop teacher subject knowledge

## How to buy Assessment of Writing

The plans are available to purchase:  
**[devoneducationservices.co.uk/products/2486/](http://devoneducationservices.co.uk/products/2486/)**  
**£180**



Read more and purchase:  
[www.devoneducationservices.co.uk](http://www.devoneducationservices.co.uk)



# Re-think Reading!

**What is Re-think Reading!?** Re-think Reading! is a comprehensive resource to support the teaching of reading from Year 2 to Year 6 (with optional plans for Year 1). It contains detailed session plans, organised into a sequence of learning based on high quality texts: picture books, short stories, novels, poems and non-fiction.

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## Why choose Re-think Reading!?

- Teachers can construct bespoke curriculum pathways to suit school contexts, including all combinations of mixed ages.
- Can be used flexibly for whole class teaching, guided group teaching or a combination of teaching contexts.
- Written around whole texts to broaden children's experience of literature and provide an authentic reading experience.
- Builds reading skills, strategies and knowledge cumulatively and iteratively through practice in context with increasingly complex texts: 'Pupils' knowledge can be increased by wide reading across genres and subjects, by focusing on the knowledge they need to understand specific texts' (The reading framework, DfE 2023 p.117)
- Wide variety of approaches support young readers to engage with each specific text. Plans are not formulaic. There are common elements ('Book Introduction', 'Strategy Check', 'Independent Reading', 'Respond to Text', Pre-reading and Post-session tasks) but the structure of each plan is determined by the reading demands of that text - a 'real' reading purpose.
- Fosters rich discussion between children and with teachers as the primary vehicle for exploration of the text: 'Pupils will become better at each of the assessed aspects of reading when they read, think deeply about, and respond to texts through discussion and in writing.' (The reading framework, DfE 2023 p.118)
- Independent reading activities integrated into the sequences of learning, enabling children to explore more deeply, practise, and develop responsibility for enquiry into text.
- Additional training and adviser support available.

## Our new subscription offers the following:

- 30+ brand new reading plans for Years 2-6, giving teachers even greater choice and flexibility, including texts that represent diverse identities and experiences, 'classic' literature, novels, short stories and non-fiction.
- All 77 original plans for Years 1-6.
- Our commitment to ensuring there will always be enough plans based on available texts for full curriculum coverage - we will be periodically writing new plans to replace those on harder to source texts.
- New national curriculum reading objectives coverage charts to support schools in curriculum planning.
- A new Re-think Reading! subscribers area (microsite) to which further support materials will be added over time.

## How to buy Re-think Reading!

Plans can be purchased individually or as a whole package:

- **£140** for our 10-year subscription including all plans, updates, and access to our subscribers area
- Individual plans: **£3** each

For 3 free downloadable sample plans, and to purchase a subscription, visit [Re-think Reading! | DES](#). For individual plans, visit [Re-think Reading! resources | DES](#)

## Contact us

If you would like to speak to someone for further information, please get in touch by email: [educationsales@devon.gov.uk](mailto:educationsales@devon.gov.uk)

# Developing Vocabulary - a CPD Package for Teaching and Learning



## Six short staff training sessions

This suite of materials has been designed following several successful projects in Devon. Based on sound, up-to-date research into vocabulary development, we aim to provide CPD leaders in schools with the subject knowledge and high-quality materials they need in order to drive their own project and develop their school/department approach to teaching vocabulary. It supports a model of collaborative learning, which has been proven to have the greatest impact on both teachers and students.

## The electronic 'pack' contains...

- Six detailed (roughly 90-minute) session plans/presenter notes (these include the subject knowledge needed to run training, links to further reading and a number of suggestions for adaptations)
- Train the Trainer video module to support effective implementation
- PowerPoint presentations for each session
- Photocopiable resource masters for the sessions

Plans have common features: suggested timings, descriptions and explanations of activities and reference to resources required. Pre- and post-session tasks are provided, with the expectation that participants will complete these in order to get the most out of each session. Each begins with a 'word warm-up' to foster word consciousness and model activities worth doing with children; all end with a short activity to encourage reflection on what has been learned during the session.

The whole programme can be purchased now for just £206

Read more and purchase:  
[www.devoneducationservices.co.uk](http://www.devoneducationservices.co.uk)



# Outdoor Education and Off-site Visits: Advice and Support

**The service assists the governing body/trust, headteachers, EVCs and visit leaders to manage their responsibilities, for the health, safety and wellbeing of children and young people when engaged in off-site visits and activities.**

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## Subscription

The purchase of a subscription provides extensive support for the management and delivery of outdoor education, visits and off-site activities from the Outdoor Education Adviser.

This includes:

- Specialist advice from the adviser for outdoor education on behalf of the local authority
- Use of the Devon County Council outdoor education, visits and Off Site Activities Health and Safety Policy
- Use of Evolve software to plan and record visits
- Endorsement of school visits on behalf of the local authority
- Use of supporting documents adapted to school needs
- Attendance of EVC at twice yearly EVC briefings
- On-going support through telephone or email

Additional support may be purchased on a pay-to-use basis at daily rates.

## Training for heads and EVCs

To comply with Health and Safety at Work Legislation, heads and EVCs must be 'competent' to carry out their duties.

In order to be competent new EVCs/heads should attend a one day training course and then attend one of the EVC regional network briefings at least once a year.

Attendance at half day briefings are included within the subscription for 1 place per school. Schools and settings are required to pay for attendance at EVC training courses. If requested, the LA Adviser can attend your school to provide a 'closed' course for the 1 Day EVC Training Course of the Half Day EVC Update Briefing, this will be chargeable at the normal consultancy rate.

Bookings for training and briefings can be made at: [www.devoneducationservices.co.uk/trainingconferences](http://www.devoneducationservices.co.uk/trainingconferences)

## Training for visit leaders

To comply with health and safety at work legislation, visit leaders must be 'competent' to carry out their duties.

Visit leaders should be trained either by the school's own EVC or by the Outdoor Education Adviser.

Subscribing schools may use their half day visit entitlement for visit leader training.

For schools transferring to the Devon and Torbay Council off-Site visits service from a different local authority, additional charges may be applied:

- to transfer historical Evolve data
- for schools outside of the Devon Local Authority area that do not subscribe to the Devon CC health and safety service

Please contact the Outdoor Education Adviser for more details.



# Outdoor Education and Off-site Visits: Advice and Support

## Benefits

- Ensure schools meet their statutory obligations for health, safety and wellbeing
- Ensure the head, EVC and staff are competent to carry out their duties
- Provide school-specific advice, support and practical solutions
- Help staff to understand their legal responsibilities

*“As always the adviser was clear, informative, relevant and helpful with any questions or queries. Any training session he conducts is of this high standard” Educational Visits Coordinator, Devon special school*

*“Excellent training and as always very informative from the adviser. All questions were answered and all procedures fully explained.” Assistant Principal, Devon secondary school*

## Costs

Consultancy daily rate: **£544**

**Sub 1:** Primary (small)

Up to 100 pupils **£244**

**Sub 2:** Primary (medium)

101-300 pupils **£369**

**Sub 3:** Primary (large)

301+ pupils **£554**

**Sub 4:** Secondary (small)

Up to 900 pupils **£763**

**Sub 5:** Secondary (medium)

901-1800 pupils **£1,323**

**Sub 6:** Secondary (large)

1801+ pupils **£1,993**

**Sub 7:** Special school **£763**

## Did you know...

Non-Devon schools can also benefit from our Outdoor Education subscription service, training for EVCs and headteachers and advice and guidance from our Outdoor Education Adviser.

# Outdoor Education and Off-site Visits: Advice and Support



**The service assists schools and settings to manage their responsibilities, and those of the LA, for the health, safety and wellbeing of children and young people when engaged in off-site visits and activities.**

## Services provided by the local authority

Devon maintained schools receive access to the Evolve system for planning and recording educational visits. In addition, category B (adventurous) and category C (overseas) visits are endorsed by the adviser for outdoor education on behalf of the local authority. The service provided by the local authority also includes email and telephone support to schools from the Outdoor Education Adviser.

## Training

To comply with Health and Safety at Work Legislation, visit leaders must be 'competent' to carry out their duties.

To that end visit leaders should be trained either by the school's own Educational Visits Co-ordinator or by the Outdoor Education Adviser.

The adviser can come to your school and train the head, SLT, EVC and visit leaders in the proper planning and risk management of educational visits through a 1.5 hr school INSET session.

New EVCs/heads should attend a one day training course and then attend an EVC regional network briefing at least once a year.

Schools and settings are required to pay for attendance at courses including EVC training and EVC briefings.

Bookings for training and briefings can be made at; [www.devoneducationservices.co.uk/trainingconferences](http://www.devoneducationservices.co.uk/trainingconferences)

*"It was great to have a focus on educational visits having not gone on any for a long time."*

*"Clarified my responsibility and that of the head and school as a whole."*

*"The annual briefings are always a good source of info and a very valuable update."*

*"It touched on all aspects of the EVC process and gave me lots to think about and re-visit processes / procedures to ensure that they are fit for purpose."*

## Benefits

- Ensure the head, EVC and staff are competent to carry out their duties
- Provide school-specific advice, support and practical solutions
- Help staff to understand their legal responsibilities

## Costs

Consultancy daily rate: **£544**

In-school visit leader training from: **£327**



# School Library Service

## Our comprehensive service:

### Deposit/exchange

- Keep your library stock looking fresh
- Choose a deposit collection of 2 books per pupil
- Exchange some of your deposit each year for new books
- Choose new stock from our centre, our mobile library van or send in a wishlist
- All books supplied with plastic jackets and stationery

### Topic boxes

- Bespoke topic boxes tailored to your needs
- Unlimited topic boxes to support teaching
- Handpicked by experienced staff
- Contain up to 20 books covering curriculum themes
- Delivered direct to your school (can be purchased as a standalone package)

### Advisory support

- Designated library adviser for each school to work with your librarian and school staff (available to purchase at a daily rate)
- Evaluation and advice on stock
- Support with new library design
- Help with developing a whole-school reading strategy
- Reading roundabouts (ask for details)
- Inset training for staff
- Talks for parents and governors
- Training of pupil librarians
- Reading lists

### Plus

- Mobile library visit (if possible)
- School visits to the centre
- Boost your deposit with ex-library stock sold at very low prices
- Conference room facilities for school INSET
- Online and telephone support
- Monthly newsletter

### Benefits of the comprehensive package:

- Saves your school time and money
- Fresh up-to-date library stock
- Full support for your school from an experienced specialist library advisor

### Costs

#### Comprehensive service - annual subscription:

Primary and special: **£1,320** plus **£21.01** per pupil

Secondary: **£2,432** plus **£7.17** per pupil

#### Additional support

Daily rate: **£430**



# School Library Service

## Did you know we are also a book shop for all schools?

Any school can buy direct from us with 25% discount. Books come with plastic jackets, stationery and free delivery as standard.

- Top up your book stock by purchasing direct with generous discount
- Extensive stock at our centre - fiction and non-fiction

**Plus:**

- Accelerated Reader
- Group reader sets
- Bridging books
- Audio, large print and much more

(Book shop available to all schools - subscribers and non-subscribers)

*"xxx is now a part of our team. Staff are familiar and talk to her when she joins us in the staff room. Parents are supporting too as they now recognise the importance of her role in driving (not literally) the Reading Bus forward! The Reading Bus now has a clear sense of purpose which is recognised by staff, pupils and parents. The texts are organised in a logical way meaning everyone is able to access high quality texts easier. Children are excited to read and want to come on the bus to choose a new book." Primary school*

*"Thank you for all our wonderful books yesterday. The themed cookbooks and other non-fiction are particularly eye-catching and exciting" Secondary school*

*"We can't thank you enough for your help. The children love the new layout and you can tell they are loving their reading." Primary school*

### Value of the comprehensive service? (Based on a primary with 150 pupils)

- Deposit collection of 300 books. Valued at £2,850
- Refreshed book collection 200 books. Valued at £1,900
- Unlimited topics. 30 in the year. Valued at £2,250
- Advisory support. 3 visits £1,290
- Mobile visits. 2 visits £500
- Total of services £8,790

Cost of comprehensive service £4,472

**Saving  
of over  
£4,300!**

## Flexible solutions

We also offer standalone services or bespoke packages to suit your budget:

Topic boxes only | Refresh your library stock

Contact us to discuss your requirements: 01392 287244 | [schoollibraryservice@devon.gov.uk](mailto:schoollibraryservice@devon.gov.uk)



# Get Outside

## Outdoor Learning from the Dartmoor Centres

We at the Dartmoor Centres fully understand how challenging school life is, and that off-site activities and residential take considerable planning. This is why we will use our expertise and over 60 years' experience of working with schools to make your stay easy to organise, fun and rewarding for all. Along with school staff we recognise that outdoor learning has multiple benefits, which are even more valuable at this time;

- *Develops peer and teacher relationships*
- *Develops confidence as learners*
- *Motivates children to learn through real life experiences*
- *Develops healthy lifestyles*
- *Teaches children to enjoy the outdoors with respect for the environment*
- *And much more*

### Why Dartmoor?

- *A National Park extending to 368 square miles*
- *Dartmoor has more visible Bronze Age remains than anywhere else in Britain*
- *Iconic granite tors are perfect for climbing, scrambling and weaselling*
- *Open access for activities*
- *Nationally important moorland stretches for miles and miles*

### Why Dartmoor Centres?

- *Over 60 years' experience of safe and exciting adventurous activities*
- *Sole occupancy so you have our full attention with a home from home experience*
- *Highly qualified, mature and experienced staff*
- *Legendary home cooking made on-site from local suppliers*



### Customers say...

"The ethos of all the staff, in tandem with the centre layout and location has allowed the children to feel challenged yet safe. The activities push emotional and physical limits but are delivered in a way which shows no pressure on children. The food is amazing!"

Teacher, Devon primary school

### Children say...

"My favourite thing was gripping granite because it was really fun working together as a team. The breakfast was amazing and so was caving. My favourite thing was rock climbing because it was a challenge. My favourite thing was how we could go to an open space not far away and do activities. It was very fun and exciting to see all the Tors"

### Contact us ...

Email: [dartmoorcentres@devon.gov.uk](mailto:dartmoorcentres@devon.gov.uk)

Call: 01364 631500



# Dartmoor Centres

Explore moor, learn moor, do moor

**It is well recognised that residential and adventurous activities contribute towards a successful school's curriculum and the opportunity to take part greatly enhances a child's success at school and in later life.**

**Our outdoor learning centres provide good quality, value for money, residential accommodation and adventurous activities at two sites in the unique landscape of Dartmoor: Pixies Holt and The Dartmoor Training Centre.**

**Pixies Holt** sits in the Dart Valley at Dartmeet and provides comfortable accommodation for groups of up to 42 under a fully-catered provision.

**Dartmoor Training Centre** sits on the banks of the West Dart river in its own grounds providing comfortable accommodation for groups of up to 52 on a self-catering basis.

Both centres are available for adventurous activity residential stays or accommodation-only allowing you to run your own activities, studies, field work or media and creative arts.

#### Adventurous activities

- Climbing, scrambling and weaselling
- Mountain biking
- Caving
- Moorland exploration
- Orienteering
- Archery
- Bushcraft and shelter building
- Outdoor cooking
- Archery
- Night walk

In addition, our team has many years' experience designing and providing leadership training and CPD events for teachers, leaders and volunteers who work in schools, youth groups and outdoor learning.

*Dear Pixies Holt,*

*Thank you so much for having us, I really enjoyed the food. Although I was a little nervous about caving the experience helped me to grow in confidence. Taking part in the different activities has been amazing, and I have learnt a lot from trying new things. I am very grateful for the opportunity and for everything you did to make our stay so enjoyable.*

*E, Year 6*

#### Benefits

- Over 60 years' experience of providing outdoor and residential education
- Transfer your own school culture to our settings, made possible with sole occupancy
- Be reassured that all our highly qualified staff have full DBS checks and our vehicles are subject to rigorous maintenance and safety checks



#### Costs

Contact us to discuss your requirements: [dartmoorcentres@devon.gov.uk](mailto:dartmoorcentres@devon.gov.uk)

Visit our website for more information: [dartmoorcentres.co.uk](http://dartmoorcentres.co.uk)



# Dartmoor Centres

Explore moor, learn moor, do moor

## Outdoor leadership

The Dartmoor Centres provide walking leader awards through the South West Moorland Leader Training Scheme (SWMLTS) and Outdoor First Aid awards accredited by Mountain Medicine.

### Walking leader

On behalf of Devon County Council, the Dartmoor Centres provide the whole range of SWMLTS walking and camping leader awards;

### Coastal & Countryside Leader

Approval to lead day walks in coastal and countryside areas. Suitable for Bronze DofE training day walks in normal rural, open countryside and coastal areas or for curriculum purposes or enjoyment of natural spaces.

### Coastal & Countryside Camping Leader

Approval to lead camping expeditions at non-remote camp sites in coastal and countryside areas. Suitable for Bronze DofE expeditions using basic campsites or for curriculum purposes or enjoyment of natural spaces.

### Moorland Walking Leader

Approval to lead day walks in moorland areas. Suitable for Ten Tors training walks and Silver and Gold DofE training walks.

### Moorland Camping Leader

Approval to lead “wild” camping expeditions in remote moorland areas. Suitable for Ten Tors and DofE expeditions camping in remote locations.

## First Aid for the outdoors (16hrs)

The Dartmoor Centres provide first aid training for people that hold outdoor leadership awards such as SWMLTS or Mountain Training, Paddlesports, Forest School etc. for most outdoor leadership awards, the National Governing Bodies specify that the leadership award is only valid if the award holder also holds a current first aid award of at least 16hrs duration.

This 2-day course covers the syllabus for the HSE Emergency First Aid at Work (16hrs) and provides training in a wide range of additional ‘outdoor’ first aid emergencies and situations with common sense and practical approaches to casualty care and treatment. This residential course allows plenty of time for participants to develop their skills and knowledge including night time scenarios.

## Beach & water safety

This course led by the LA Adviser for Outdoor Education provides practical, common-sense training on managing groups at the water margins, such as beaches, rockpools, rivers and lakes etc. The course entails a 2-hour online session followed by a practical day covering risk management, group supervision, and dealing with emergencies.

### Costs

Contact us to discuss your requirements:  
[dartmoorcente@devon.gov.uk](mailto:dartmoorcente@devon.gov.uk)

Visit our website for more information:  
[dartmoorcentres.co.uk](http://dartmoorcentres.co.uk)





# Sustainable Schools

Teaching children about climate change and the biodiversity crisis can seem overwhelming, but there is a range of support to help you and your school embed sustainable practices; from everyday activities like recycling, to helping children connect with nature and writing your School Climate Action Plan!



Visit our new webpage for more information





# Devon Music Education Hub

**Devon Music Education Hub work with schools, music educators and a range of local, regional and national partner organisations to create all kinds of opportunities for children and young people across Devon, Torbay and Plymouth to have an excellent, high quality music education. Supported using public funding from DfE and arts council England, we are tasked with delivering the national plan for music education and ensuring that all schools engage with the Schools Music Development Plan.**

## National plan for music education

- Ensure that every child has the opportunity to learn a musical instrument through whole class ensemble tuition (WCET) programmes
- Provide opportunities to play in ensembles and to perform from an early stage
- Ensure that clear progression routes are available and affordable to all young people
- Develop a singing strategy to ensure that every child sings regularly and that choirs and other vocal ensembles are available in the area
- Offer CPD to schools, particularly in supporting staff to deliver music in the curriculum
- Provide an instrument loan service
- Provide access to large scale and/or high quality music experiences for children and young people working with professional musicians and/or venues
- Produce a Schools Music Development Plan

## Schools Music Development Plan self-evaluation tool

To support schools, we have produced a self-evaluation tool, which outlines the activities that could be offered as part of a progressive music programme. We suggest three possible stages of development, categorised as bronze, silver and gold, and our hope is that this initiative will develop further into a local kite-mark scheme. We recommend that schools use this self-evaluation tool to feed into their own planning.

## Instruments and resources

- 100% subsidised access to award-winning digital resources to support music curriculum delivery in primary and special schools with free training (worth £195 per school)
- 100% subsidised loan of a wide range of class instrument sets to support whole class ensemble tuition (WCET)
- Wide variety of instruments available to hire on a termly basis by parents or schools to hire on behalf of students



## Supporting schools

- All schools in Devon & Torbay can apply for devolved Music Education Grant (MEG) funding to deliver the national plan for music education and, in particular, the delivery of Whole Class Ensemble Tuition (WCET) (This funding is not currently available for schools in Plymouth)
- Ongoing strategic support from a dedicated music development lead or associate for each school
- 100% subsidised membership of music mark, the membership organisation and subject association for music

## Training and professional development

Inspire, enthuse and empower colleagues to develop their musical leadership - our CPD packages are designed around your school, federation or multi academy trust's specific needs, to achieve your goals, topics include:

- Are you deep dive ready? (3 hours) - a look at the new Ofsted inspection framework and its impact on the delivery of music as part of a broad and balanced curriculum
- Delivering Whole Class Ensemble Tuition (WCET) (3 hours) - our specialist music development leads and/or associates can support you in the delivery of WCET on a wide range of instruments
- Charanga musical school training (2 hours) - learn how you can use the award-winning charanga musical school to support music curriculum delivery at your primary or special school

We also offer regular CPD events on a local or regional basis, including:

- Conferences, workshops and twilight CPD sessions
- Regular primary and secondary network events organised through your music development lead

## Projects, workshops and performance opportunities for children and young people:

- The Mix - our music festival for children and young people, providing workshops, live music experiences and opportunities to 'have a go'
- Regular performance opportunities and live music events aimed at children and young people
- Bespoke days or longer term programmes of support for all levels of vocal and instrumental development
- Opportunities to work with hub partner organisations - recent projects have featured Bournemouth Symphony Orchestra, English Touring Opera, inspire-works and Bath Philharmonia

### Costs

CPD packages for schools, federations or MATs from **£200**

Class instrument sets - first set FREE  
additional sets **£100 per term**

Individual instrument hire **£33 per term** (further remissions apply for WCET continuation Pupil Premium and LAC)

Consultancy day rate: **£542**

Call us on 01392 287235 or email:  
[musiceducationhub@devon.gov.uk](mailto:musiceducationhub@devon.gov.uk)

[www.musiceducationhub.org](http://www.musiceducationhub.org)

### Benefits

- Music develops perseverance and patience
- Music fosters creativity and experimentation
- Music creates social networks and develops life skills
- Music helps build self-esteem, confidence and wellbeing

### Musician in residence

Work with a musician in residence to develop a bespoke creative music project for your school or setting over five half day sessions. £500 school contribution with remaining cost subsidised by the hub.

# Support Services



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# Internal Audit Services - for local authority maintained schools

Our clients find our audit service is engaging and supportive. Our team of dedicated schools' auditors are very experienced in delivering a service, that is tailored to meet schools' needs and is highly praised by our clients. Customers often say how helpful our auditors are and welcome the assurance and support that we provide the school and staff, a quick look at our website will confirm this. Devon Assurance Partnership (DAP) is dedicated to maintaining and strengthening its customers' achievement of their aims, through assurance on their financial and operational systems. We do this by providing quality internal audit services and assurance to schools, governors, staff and pupils, through a team of highly experienced and enthusiastic people, sharing a tradition of integrity and rigorous service to our clients.

The services offered by Devon Assurance Partnership (DAP) are on an annual subscription basis. It will be necessary for a school to subscribe for the whole of the relevant subscription period (i.e. three year) to be entitled to a full audit review.

#### **Your subscription includes:**

- Full audit review over a three year cycle of work
- Assurance on the DfE Schools Financial Value Standard as an integral part of the full audit
- Continuous advice service - by phone, email, internet on finance standards, audit or any other school control matter
- Audit bulletins - briefs on current key issues;
- Presentations - presentations via learning community groups

#### **Federations**

You have chosen the benefits of a federation and will, quite naturally, wish to ensure that you receive an audit tailored to your schools' needs. We offer a range of discounts that should ensure that you receive a level of audit suited to your federation structure, whilst being more cost effective than individual audits and minimising disruption and duplication. For the best service, we would encourage that you contact us to discuss your federation structure and service requirements.

#### **Pay-as-you-use services**

*(these services can also be added to your subscription; please call to discuss arrangements)*

Devon Assurance Partnership offers consultancy and other services on an individually charged basis.

For example:

- Financial audit of voluntary funds
- Risk management and consultancy
- Computer security review
- Partnerships and external funding e.g. independent certification of grant expenditure in line with the grant award
- Presenting audit report to governors

*Charges for pay-as-you-use services will be by agreement on selection of services.*

For full details of the service dependent on your school and associated costs, please view the product through the shop: [www.devoneducationservices.co.uk](http://www.devoneducationservices.co.uk)



# Internal Audit Services - for local authority maintained schools

## Benefits for governors

- Compliance with the legal requirement for Internal Audit in the Public Sector
- Confidence the school is operating soundly
- Confidence that your responsibilities are being met
- Understand the risks of school practices
- Assurance that the legal requirements of key financial systems reviewed are being met

## Benefits for staff

- Assurance on working practices and controls
- Peace of mind
- Share good experiences from other schools
- Understand the risks and benefits of systems and their controls

## Benefits for the school

- Better or stronger systems and controls
- Operational savings and efficiencies
- Minimisation of risk
- Operate in line with accounting and other standards and best practice
- Achieving the expectations of the Schools Financial Value Standard

## Benefits for pupils and parents

- Safe comfortable environment for pupils
- Confidence that school resources are used efficiently and effectively
- Confidence of pupil safety on off-site activities

## Costs

Subscription costs for Devon maintained schools

Primary up to 250 pupils **£557**

Primary over 250 pupils **£608**

Secondary up to 1,000 pupils **£1,083**

Secondary 1,001-1,500 pupils **£1,307**

Secondary 1,501-2,000 pupils **£1,495**

Secondary 2,001 pupils or more **£1,731**

Special schools **£672**

## Contact Us

01392 382586 | [dap@devon.gov.uk](mailto:dap@devon.gov.uk) (LA Maintained Schools) | [devonassurance.gov.uk](http://devonassurance.gov.uk)

*Note: Plymouth and Torbay maintained schools, please refer to your respective council Services for Schools brochures for details of service and pricing.*



# Internal Audit Services - for Academies and MATs

## Devon Assurance Partnership are experienced in providing a range of tailor-made services to academies to suit a trust's needs, include:

- Annual or ongoing internal audits providing assurance on the openness and integrity of governance and control frameworks
- A programme of reviews based on our knowledge and of the risks facing academies
- Access to audit specialists in areas such as ICT, procurement, contract management, fraud and those with expertise in project management and business process re-engineering
- Risk management reviews and facilitated risk management training and guidance
- Supporting, presenting reports and supplementary information and training to audit & risk committees, including the completion of an annual summary report
- Consultancy and advice
- Working together with external auditors providing assurance on governance, financial and administrative control framework within the academy trust.

We consider that our service provides a balance between assurance over the key risks, challenges and opportunities being faced by the trust, yet provides that independent confirmation that processes and controls are working effectively and efficiently and comply with the Academy Trust Handbook, Charity Commission's guidance on internal financial controls, accounts direction and other regulatory requirements.

## Devon Assurance Partnership offers:

- A flexible and responsive approach to meet your specific needs
- Significant experience of providing internal audit to single and multi-academy trusts
- A high quality independent and objective assurance and consulting service that adds value to customers and protects public resources
- Services that exceed professional standards
- A value for money experience
- Access to a wide range of technical and specialist support.

The Partnership has a good understanding of the environment in which academies operate and is therefore, well placed to become an excellent and cost-effective internal audit partner to any academy trust.

Price on application. Service provided via formal contract of one to three years in length. Charges for any additional/specialist services will be by agreement on selection of those services.

## Contact Us

01392 382586 | [dap@devon.gov.uk](mailto:dap@devon.gov.uk) | [devonassurance.gov.uk](http://devonassurance.gov.uk)

## Devon County Council's Legal team offers maintained schools based in the Devon County Council's administrative area who subscribe to our annual service access to a legal services e-mail helpline.

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The service provides schools with access to a team of lawyers who can provide general advice and assistance to schools with the type of discrete, ad hoc queries that arise on a day-to-day basis, including:

**Land:** matters connected with title deeds of school premises, including boundary disputes, trespass, encroachments, rights of way and easements across property.

**Employment:** the exercise by governors and headteachers of the delegated powers they are given by both statute and common law (in the case of Community and Voluntary Controlled Schools) or the exercise of powers governing bodies have by virtue of being the employers of school staff (in the case of Foundation Trust and Voluntary Aided Schools) can give rise to a number of employment law issues and potential claims.

**Discipline:** matters connected with exclusion of pupils and other day to day issues regarding discipline faced by Head teachers.

**Civil Law:** an almost infinite variety of problems can arise in schools generated by an increasingly litigious society such as claims by parents or their lawyers alleging negligence, quarrels between parents about access and dealing with unwanted visitors on school premises.

Advice is primarily provided via email (please submit queries to the dedicated email address [legal.legalschools-mailbox@devon.gov.uk](mailto:legal.legalschools-mailbox@devon.gov.uk)) although, in cases where very urgent advice is needed, advice can be given by telephone. In such circumstances, in the first instance please telephone Liz Pyle (Executive Personal Assistant) on 01392 382285, who will redirect your call to the most appropriate lawyer.

For the avoidance of doubt, advice is provided directly to the school. Corresponding with third parties on the school's behalf goes beyond the scope of this helpline.

Should the council need to incur disbursements to provide the above services, we will pass those costs to the school (with the school's prior agreement before incurring any costs).

Please note that more complex legal issues, that go beyond simply providing general advice, including for example cases involving litigation, employment Tribunals or land purchases or disposals, cannot be dealt with under the helpline. Assistance with defending employment tribunal or other employment related claims are not covered by the helpline. In the event that schools require assistance with matters outside the scope of the helpline, the legal team are happy to discuss options with you regarding such cases including fees.

There is a fixed fee annual subscription charge to buy into this helpline service of **£300 a year** (1 April 2026 to 31 March 2027). In order to be able to offer this low fee, we have a single subscription entry point. Therefore all maintained schools in the Devon County Council administrative area who wish to subscribe must do so before 1 April 2026. We regret that we are unable to accept new subscriptions part-way through the financial year.

For further information please contact: [legal.legalschools-mailbox@devon.gov.uk](mailto:legal.legalschools-mailbox@devon.gov.uk)

## Media and PR provides a comprehensive service for schools - whatever their situation - from Devon County Council's award-winning press office.

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Reputation matters to schools and colleges. Those which are well thought of in their communities have lower rates of absence, better relationships with businesses and other organisations and encourage pupils to have confidence and pride.

Parents and the wider community rely on reputation as a signal of safety, inclusivity, and academic standards. A damaged reputation can lead to scrutiny, reduced trust, and even intervention by authorities.

Devon County Council's press and media team is here to help schools to celebrate success and to stand by their side with expert advice in times of crisis. Our experts include former print and broadcast journalists and council staff with decades' experience.

We understand publishing deadlines, media law, regulation and complaints procedures.

We've hands on experience of tackling social media storms, and intrusive media and we've landed positive articles in national newspapers and trade publications. Our on-call advice is available around the clock.

From crisis management to positive promotion - it's all covered by a single subscription payment - costs are calculated depending on the number and size of schools covered in the arrangement. (Indicatively, a single primary school's subscription would be **£394** and secondary school's subscription **£520**).

At a time of 24-hour news, can your school afford to be without the insurance of the media service?

For a quote, please contact us by email to: [educationsales@devon.gov.uk](mailto:educationsales@devon.gov.uk) or [mediapublicrelationsteam-mailbox@devon.gov.uk](mailto:mediapublicrelationsteam-mailbox@devon.gov.uk), or call 01392 382173

# Trade Waste (for Devon maintained schools only)

## We have provided contract management support to schools since 1988 and have a wealth of experience and knowledge.

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### Subscription services

**Trade waste** - access to advice and preferential charges

#### Your subscription provides:

Subscribing schools have access to annually negotiated preferential rates, as well as not having to pay contractors for duty of care administration charges. In general, the savings to be made are in excess of our subscription charge.

#### The subscription also covers:

- Advice on service options
- Advice on the removal of special waste including ICT equipment
- Access to advice on recycling.

From **£125** per year

## Subscription service

The Revenue and Payments department is pleased to offer schools a subscription-based service which provides comprehensive accounts receivable and accounts payable functions. These functions are fully supported by a knowledgeable and specialised team, available to support your needs. These services are aimed to minimise the administrative costs of performing financial operations, providing access to services that would be uneconomical for schools to self-service, from debt recovery specialists to bank verification checks. By accessing services we seek to minimise the cost of financial operations on school budgets, reducing risk of write offs, mispayments and potential fraud risk.

### Your subscription includes:

#### Account payable - Payments

The team provides all the facilities to make payments to suppliers. Supplier masterfiles receive bank verification checks to minimise error and fraud risks. AP invoices are passed into the U4 system via the SCRAPs and interface hub. A daily BACs payment run is provided to allow funds to be promptly made to suppliers. Imprest account facilities are provided so schools can make payment via procurement cards. The payments helpdesk is available to support and resolve complex queries

#### Account receivable - Income processing and debt collection

Both revenue and credit management support are provided for accounts receivable functions. The revenue team ensures that all AR invoices required are generated within the U4 system. All receipts, be they tangible or digital are accurately coded to the correct invoice and/or budget as required. A variety of payment methods are provided for customers paying invoices, via a payment portal. The credit management team provides a quality debt recovery service, ensuring that invoices generated are paid even in difficult circumstances. This services ranges from debt recovery letters, phone and email chasing, down to the creation of direct debits and payment plans as required. Both teams seek to maximise the cash income schools receive and are always available to assist in related queries as needed.

## Subscription charge (Devon maintained schools only)

### Primary and special schools

Core **£139.92** pa per school

Unit cost per pupil **£1.48**

### Secondary schools

Core **£139.92** pa per school

Unit cost per pupil **£2.69**

New cheque surcharge of £3 per cheque introduced in 26/27, paid by in-year recharge.

## Further information

### Head of Revenue & Payments

**Barnaby Lovell** - barnaby.lovell@devon.gov.uk

### Revenue & Payments Manager

**Nathan Moore** - nathan.moore@devon.gov.uk



# HR for Education: HR Direct and HR Consultancy

We are a team of experienced and pragmatic HR professionals who support and advise you across a range of HR matters. We help you to resolve workplace issues and identify and assess risk. Both operational and strategic, our HR team skillfully guides you through HR issues using their knowledge and experience, adhering to employment law to achieve the best outcomes for your educational establishment or organisation.

## HR Direct

Our HR helpline provides instant, clear, concise, uncomplicated advice and guidance on many HR issues. All purchasers of HR for education will benefit from automatic subscription to HR Direct which provides access to the HR helpline and HR policies where appropriate. This level of service provides high quality advice and guidance for one-off operational / policy queries not related to on-going cases. This service does not include a named link HR adviser. We can:

- Help managers understand and manage HR issues with staff in accordance with employment law
- Give user-friendly guidance briefs for managers to support each step in delivering HR processes
- Talk managers through HR processes
- Provide template letters to send to employees to ensure that issues are dealt with and resolved

Helpline support is available via a single telephone number and email address between 8.30am - 5pm, Monday - Friday.

## HR consultancy

Additionally, HR for education customers may purchase blocks of consultancy time in 10, 20 or 40 hour packages. This consultancy support will be provided by a link HR adviser who will develop a working knowledge of your school and work with you to resolve on going cases.

This time may be used for:

- Site visits - HR advisers can either attend planned meetings or make emergency visits for specific matters as necessary; or
- Work undertaken by an HR adviser outside of visits. This could include drafting or reviewing letters, reviewing and amending reports, specific research, telephone advice, or preparation for hearings / meetings.

Some of the areas we provide professional support, advice and guidance are:

- Absence management and attendance issues
- Diversity, equality and inclusion
- Conduct, capability and dispute resolutions, including investigations
- Change Management, including redundancy, reorganisation, redeployment and TUPE
- Pay grading and conditions of service, including contractual matters, job evaluation and pay appeals
- Preparation for employment tribunal hearings and appeals
- Employment law updates
- Policy and guidance writing
- Negotiating with staff consultation groups and Unions
- Guidance on exit strategies
- Writing job descriptions and job grading to ensure compliance
- Advising managers, heads, principals and governors during hearings
- Attendance at multi-agency safeguarding meetings

### Costs

**HR Direct** services are charged at a flat rate per school plus a per employee charge. Core **£800.23** pa per school. Per employee **£22.51**

**HR consultancy** services have an hourly rate applied to blocks of time which may be purchased in advance. The rate is discounted the more hours that are purchased. A MAT or federation may purchase a block of hours which can be used across all schools within the MAT / Federation. Cost from **£945.09**

### Bespoke packages

Alternatively, bespoke packages to support special projects and one-off pieces of work can be developed on request.



# Payroll

Your trusted payroll partner in the South West. We provide dependable, cost-effective payroll solutions that simplify your processes and ensure compliance. Backed by extensive experience with schools, academies, and public sector organisations, we deliver accuracy, efficiency, and peace of mind every month. Through strong partnerships with HMRC, local authorities, teachers' pension schemes and as active members of the South West Pay Group Forum, we offer expert guidance and seamless administration you can trust.

## Our services:

- Access to a self-service HR and payroll system for employees, managers, and administrators
- System configuration options to suit your organisation (bespoke setup charged at cost)
- Full employee lifecycle management: onboarding, contract changes, leavers
- Pension administration, including automatic enrolment and statutory notifications
- Expense payments and P11D production (service-dependent charges apply)
- Compliance with all statutory payroll and employee-level changes
- Absence management: sickness, unpaid leave, maternity, paternity, adoption, and parental leave
- Overpayment recovery and third-party accident claim administration
- Monthly payroll processing: gross-to-net calculations, BACS payments, and HMRC returns
- Electronic payslips, P60s, and P45s via self-service
- Pay awards, increments, and tailored terms and conditions
- Additional payments outside the monthly cycle (service-dependent charges apply)
- Monthly newsletters with key updates and deadlines

## Specialist expertise:

- Teachers' pay and conditions
- Automated reporting to teachers' pensions and Peninsula Pensions for LGPS members
- Reporting for other pension funds

## Additional services (subject to administration fee):

- Redundancy calculations
- Gender Pay Gap reporting
- Audit support

## Why chose us?

- Unmatched accuracy and reliability - Your payroll is processed correctly, on time, every time.
- Expert guidance you can trust - Our team stays ahead of legislation and compliance changes, so you don't have to.
- Tailored solutions for your organisation - Flexible services designed to fit your unique needs and scale as you grow.
- Proven partnership approach - We work alongside you to deliver seamless administration and peace of mind.
- Commitment to excellence - Dedicated to making payroll simple, stress-free, and fully compliant.



### Costs

**Devon Maintained schools:** Per teacher **£89.28** | Per non-teacher **£61.60**

**Academies:** Per teacher **£87.53** | Per non-teacher **£60.40**

**Non-education organisations:** Per employee **£67.50**



# Health and Safety

At the Devon Health and Safety Service, our Health and Safety Advisers are qualified to CertIOSH or Chartered level with the Institute of Occupational Safety and Health (IOSH) and hold additional qualifications in fire safety. The service is an IOSH approved training provider. We provide services at your establishment and aim to provide solutions in accordance with the principles of sensible and proportional risk management. We support schools, academies and colleges to fulfil their legal duties in relation to health and safety (H&S) matters. The service provides specialist advice and practical support on a wide range of H&S issues relating to employees, premises, pupils/students, visitors, contractors, activities, security, equipment, off-site activities, emergencies and curriculum safety.

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## Subscription service for maintained schools

We offer two levels of service to maintained schools in addition to the core activities that Devon County Council provides.

### Basic service

- Acting as the Competent Person under Section 7 of the Management of Health and Safety at Work Regulations for foundation, trust, voluntary aided, schools (community schools are provided this by their employer)
- Provision of health, safety and wellbeing information, guidance and model policies that are reviewed regularly in line with new legislation, good practice and case law
- On-going support for your H&S Co-ordinator
- Helpline service: Duty H&S Adviser available office hours for systems assistance as well as all safety matters, including educational visits
- Emergency out-of-hours response for serious injuries/ incidents
- Membership of CLEAPSS and associated CLEAPSS materials
- Radiological Protection Advisory Service through CLEAPSS via our Radiation Protection Officer and monitoring visit every two years
- Primary and nursery establishments - 3 yearly onsite assistance visits which include a health and safety management system review
- Secondary school and through schools - Annual onsite assistance visit which includes a health and safety management system review every three years
- Special school establishments - 1 to 3 yearly onsite assistance visits (determined by mutual agreement), which includes a health and safety management system review. Management review visits include a post-visit report, action plan and on-going support
- Management review visits include a post-visit report, action plan and on-going support
- A follow-up to any H&S review where the initial visit falls below certain standards
- Induction for new Principals/H&S Co-ordinators
- Access to the OSHENS web-based H&S management system for accident reporting, Arrangements, risk assessments, and display screen equipment risk assessment
- Access to the Evolve Educational and Offsite visits system and Independent endorsement of higher risk activities (via the Evolve system)
- Reporting all RIDDOR reportable accidents to the HSE (via the OSHENS system)
- Assistance with serious accident investigations
- Liaison with all enforcement bodies (HSE, Fire Brigade, Environmental Health) and Ofsted
- Termly newsletter and hazard alerts



# Health and Safety

## Full service

As per all activities in the basic level, plus the following:

Direct assistance (4 hours at primary level, 7 hours at secondary/special level) per academic year which may include:

- A premises inspection with a written report and action plan
- Review of significant areas / issues of concern for the school
- Provision of in-house training (from published Health & Safety training programme)
- Review of establishment risk assessments for suitability and sufficiency
- Assistance with safety documentation during civil litigation

## Additional 'pay-to-use' services

- Training courses via the published Health & Safety training programme
- Additional hours can be purchased to cover additional work required - please speak to your Health and Safety Adviser about your needs



### Costs

#### Primary:

Basic: **£414.72** | Full: **£769.86**

#### Secondary:

Basic: **£1,251.17** | Full: **£1,955.59**

#### Special:

Basic: **£535.04** | Full: **£908.88**



# Health and Safety

## Subscription service for academies, independent schools and colleges.

We offer two levels of service (basic and full) to academies, independent schools and colleges with additional 'Pay-to-Use' services.

### Basic service

- Acting as the Competent Person under Regulation 7 of the Management of Health and Safety at Work Regulations for Foundation, Trust, Voluntary Aided, Academies and Independent Schools and Colleges
- Provision of health and safety information, arrangements and model policies that are reviewed regularly in line with new legislation, good practice and case law
- On-going support for your H&S Co-ordinator
- Helpline service: Duty H&S Adviser available office hours for routine matters Helpline covers all safety matters, including educational visits, work experience
- Emergency out-of-hours response for serious injuries/ incidents.
- Membership of CLEAPSS and access to website and associated materials
- Radiological Protection Advisory Service through CLEAPSS via our Radiation Protection Officer and monitoring visit every two years.
- Primary and nursery establishments - 3 yearly onsite assistance visits which include a health and safety management system review
- Secondary school and through schools - Annual onsite assistance visit which includes a health and safety management system review every three years
- Management review visits include a post-visit report, action plan and on-going support
- Induction for new Principals/H&S Co-ordinators
- Access to the OSHENS web-based H&S management system for accident reporting, arrangements, risk assessments and display screen equipment risk assessment
- Access to the Evolve Educational and Offsite visits system (Note. For independent endorsement of visits, the academy will require a separate SLA with Devon Education Services)
- Reporting all RIDDOR reportable accidents to the HSE (via the OSHENS system)
- Assistance with serious accident investigations
- Liaison with all enforcement bodies (HSE, Fire Brigade, Environmental Health) and Ofsted
- Termly newsletter and hazard alerts

\* Whilst the H&S Review visits are to assist the academy with their management of H&S systems, they also provide the Devon H&S Services with the professional reassurance that they require and may assist in determining advice regarding additional support. Where any academy fails to reasonably engage in this review process, the Devon H&S Services may consider termination of the SLA or not offering a renewal at the end of the term of the SLA.



# Health and Safety

## Full service

As per all activities in the basic level, plus direct assistance (4 hours at primary level, 7 hours at secondary/special level). Examples of how this time could be used include:

- A premises inspection with a written report and action plan
- Review of significant areas / issues of concern for the school
- Provision of in-house training (from published Health & Safety training programme)
- Review of establishment risk assessments for suitability and sufficiency
- Assistance with safety documentation during civil litigation

## Additional 'pay-to-use' services (subject to availability)

- Training courses via the published Health & Safety training programme
- Additional hours can be purchased to cover additional work required - please speak to your Health and Safety Adviser about your needs



### Costs

#### Primary:

Basic: **£626.17** | Full: **£956.77**

#### Secondary:

Basic: **£1,889.02** | Full: **£2,577.10**

#### Special:

Basic: **£792.02** | Full: **£1,108.16**



# Recruitment Advertising

## Recruitment Advertising

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We offer a cost-effective, time-saving consultancy service to meet all your recruitment advertising needs.

We have a selection of packages to suit a variety of budgets. Generally, our recommended approach would be a blend of job board and social media advertising as available in the Gold and Platinum packages. This includes advertising on our 'Devon Jobs' website which is the dedicated recruitment site for Devon County Council and other local authorities, as well as voluntary and charitable organisations. The Devon Jobs site receives over 200 adverts and over 50,000 unique visitors per month. In addition, using our network of advertisers, we can also recommend and arrange any additional media options for you to ensure that you will get the best response and from the audience that you wish to target.

We provide an efficient, targeted service, which includes:

- Designing and editing adverts, and placing them with strategically selected media channels
- Providing media advice and recommendations
- Dealing with administration and invoicing
- Organising placements in newspapers
- Commissioning innovative and creative advertising for hard to fill or senior posts
- Management of social media campaigns
- Access to a national digital jobs board

You will always receive the proof and cost of your advertisement for approval, enabling you to manage advertising space and subsequent costs.

We can offer a media analysis report so that you can assess the success of your campaign.

Our online system includes:

- User-friendly search facilities
- Email job alerts facility
- Adherence to the Data Protection Act (2003) and full compliance with UK and EU e-GIF guidelines

For full details of the service dependent on your school and associated costs, please visit our website:  
[www.devoneducationservices.co.uk](http://www.devoneducationservices.co.uk)



# Temporary Workers

## Temp Solutions is the in-house temporary staff bank for DCC

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Temp Solutions is Devon County Council's in house bank of temporary staff. The Temps Team specialise in supplying skilled, reliable workers who can be available to work at short notice for varying lengths of time. By maintaining a large pool of office support candidates county-wide, we have many applicants who are actively looking for their next assignment. You can be confident that Temp Solutions will find the right worker for you. All our temporary workers are:

- Interviewed by us to assess their skills and suitability. Employment references obtained, covering a minimum of last 3 years
- Compliant to work in the UK
- DBS/safeguarding checked where relevant

To ensure we source active and suitable candidates for your vacancies, we will create a tailored mail merge to targeted candidates with relevant skills and experience on our existing database. Simultaneously, we can advertise the role in numerous places, including:

- Our DevonJobs website
- National digital job boards\*
- International social media platforms\*

\*subject to additional costs

We're also able to directly source and headhunt new candidate profiles which is especially helpful for those specialist or harder to fill positions.



# Disclosure & Barring Service (DBS) Checks

## Safer recruitment service

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Devon County Council is a registered umbrella body with the Disclosure and Barring Service (DBS) and provides services to council staff, schools, academies and externally to support a variety of businesses, organisations and charities. The department is primarily responsible for processing electronic (online) basic, standard and enhanced DBS checks, but also offers additional services to our customers such as:

- Advice, support and guidance on the DBS application process
- Information on eligibility for DBS checking
- DBS Adult First and Children's Barred List checks
- External ID validation to comply with route 2 of the DBS process
- Teaching Regulation Agency (TRA) status checking

The safer recruitment Service offers a comprehensive and efficient service and is well known for its professionalism and friendly approach. Our team bring a wealth of experience and knowledge to the department from varying backgrounds. The department maintain a comprehensive database containing the key applicant data along with the DBS check information, which enables detailed reports and financial data to be easily accessed should customers require.

For full details of the service dependent on your school and associated costs, please visit our website: [www.devoneducationservices.co.uk](http://www.devoneducationservices.co.uk)



# Mediation

## We provide a fast and effective way to resolve workplace issues and conflicts

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Mediation is when impartial, trained mediators can help to resolve conflict or a dispute between two or more employees. We do this by enabling them to talk about their situation, exchange their views and concerns and come up with ideas about how to move the situation forward.

There are numerous benefits to Mediation.

- **Wellbeing** - dealing with workplace issues quickly and informally through mediation can improve an employee's health and wellbeing and can improve attendance at work.
- **It helps to improve working relationships** - dealing with issues at an early stage can resolve issues that would be detrimental to productivity and harmony in the workplace.
- **Speed of resolution** - Mediation can work more quickly and therefore more cost-effectively than other dispute procedures.
- **Confidentiality** - The process is carried out within agreed boundaries of confidentiality which avoids publicity and protects reputations.
- **Likelihood of success** - Participation is voluntary, so there is a better chance that an agreement will be successful and respected by both parties.
- **Develops a good people management culture** - It enables both parties to contribute to finding a win-win solution which supports trust-based relationships and a culture of good people management.

Our Mediation team provides a fast and effective way to resolve workplace issues and conflicts. We co-ordinate and facilitate the mediation for you and it is usually completed within one day.

**When would Mediation be appropriate in your workplace?** Some of the most usual situations we mediate for are:

- Instances of personality clashes
- Difficulties with management styles
- Breakdown in communication
- At the beginning or end of a grievance process

If you are considering whether mediation is the right answer to a conflict or dispute in your workplace, please contact us and one of our experienced mediators will contact you to discuss the situation.



### Costs

The fee for the mediation service includes: co-ordination of mediation process and 2 trained and nationally accredited mediators for one day. In exceptional circumstances, where a further day or part of a day of mediation is required the additional charge will be at a discounted day rate.

For full details of the service costs, please view the product through the shop:

[www.devoneducationservices.co.uk](http://www.devoneducationservices.co.uk)

# Continuing Professional Development

Training - attend online or in person



Conferences - attend online or in person



Online learning



self-directed courses and CPD programmes

## What We Do

Our programmes are fundamental in raising standards and improving outcomes for children and young people. We support effective staff development for all phases of education, from primary and early years through to secondary, post-16 and special education. From senior leaders and governors to early career teachers and support teams, we help the wholeschool workforces and other agencies meet the learning and development needs of every member of staff.

We produce market leading events every year ensuring our portfolio of courses and networking groups is always developing.

Visit our website to browse our complete portfolio of forthcoming training and conference: [devoneducationservices.co.uk](https://devoneducationservices.co.uk).

Sign-up to receive regular bulletins with our latest offers: [devon.cc/sign-up](https://devon.cc/sign-up)

### Did you know...

Most of our training can be delivered to your establishment in-house (online or in-person) at very competitive prices for whole-school staff or groups of schools. If you would like to invite a consultant to train in your school or provide training for a cluster of schools at one of your establishments, contact the Training and Conference Team on 01392 287224 or email [educationtraining@devon.gov.uk](mailto:educationtraining@devon.gov.uk).



# Online Learning Programmes

Our Learning Management System (LMS) gives you complete control over when you start, pause, stop and complete each online learning programme.

## **An introduction to British Sign Language (BSL)**

This course will provide an online introduction to British Sign Language (BSL) for families, carers & professionals, working with deaf young children. The course will include 60 BSL signs to get you started, social and emotional language and behaviour management all delivered through our interactive platform allowing you to develop your knowledge of BSL.

## **Attachment Based Mentoring**

A relational approach to learning, development and wellbeing - our 3-day ABM course is now available as an interactive online learning course. Understand the needs of all children including the most vulnerable and how they can find it difficult to engage with learning. Learn how to become the child's significant adult, meet attachment needs by considering the mentoring relationship and develop solution focused coaching and mentoring skills.

## **Attachment Based Beginnings**

A relational learning course for practitioners working with pre-reception aged children age 2 years and over (equivalent to 2 days learning). Based on our hugely popular attachment based mentoring training, we've designed and developed Attachment Based Beginnings specifically for practitioners working with pre-reception aged children in early years settings. Sometimes we can be at a loss to know how to respond to children and we can feel disempowered or frustrated that we don't seem to be able to manage a child's behaviour. This course will help you build the skills you need to see beyond the behaviour and begin to understand what that behaviour is telling us. More importantly it will help us understand how we can respond differently to support that child.

## **British Sign Language (BSL) KS1 and KS2 - coming soon**

This course is aimed at families and those working with Key Stage 1 & 2 Deaf Children and will include over 100 everyday school signs, short sentences in BSL and a story signed in BSL. There are also sections on fingerspelling, culture, social and emotional signs, plus tips on how to communicate successfully with Deaf children and Adults.

## **GDPR compliance**

This online course will provide schools with data protection support in relation to conducting a data protection compliance audit in schools. It will help schools to maintain and protect their reputations and will allow schools to identify areas of concern requiring their attention and ultimately their compliance with GDPR.

## **GDPR whole-school awareness training**

You will explore the principles of the GDPR and the consequences of not adhering to it; recognise the roles and responsibilities of the data protection officer; identify data breaches that may occur at school; discover tips on keeping information secure in your school.

## **Managing data breaches**

This online course will provide schools with data protection support in relation to managing and avoiding personal data breaches. It will help schools to maintain and protect their reputations and will allow schools to educate their key staff dealing with personal data breaches and keep them informed.

## **Subject access requests**

This online course will provide schools with data protection support in relation to Subject Access Requests (SARs). It will help schools to maintain and protect their reputations and will allow schools to educate their key staff dealing with SARs.

## **Safeguarding Level 1**

This training is designed to help schools provide basic safeguarding awareness to their staff team. This training has been written specifically to be compliant with the standards required under Keeping Children Safe in Education (KCSIE 2024) and should be used in conjunction with school induction policy and procedures.

## **Safeguarding level 1**

## **Safer recruitment and Safer recruitment refresher - updated for 2025**

### **Safer recruitment**

Are you confident that your recruitment processes comply with the latest safeguarding legislation? This online course has been written by our highly regarded safeguarding team, for governors, trustees and people, who work with children and young people, in schools, settings and other agencies.

It is designed to increase your knowledge and understanding of safer recruitment and it will enable you to be compliant with the most recent KCSiE statutory guidance.

# Contact Details



**Mental Health and Wellbeing**

**Educational Psychology**  
**Targetted Relational Support**  
01392 287233 | educationlearnersupport@devon.gov.uk



**Safeguarding and Inclusion**

**Attendance Improvement**  
01392 287223 | educationlearnersupport@devon.gov.uk

**Safeguarding**  
01392 287223 | educationlearnersupport@devon.gov.uk

**Elective Home Education**  
01392 287230 | educationlearnersupport@devon.gov.uk

**GDPR and Data Protection Support**  
01392 383445 | schooldataprotection@devon.gov.uk

**Educational Psychology**  
01392 287233 | educationlearnersupport@devon.gov.uk

**Ethnically Diverse Education Achievement Service**  
01392 287201 | educationlearnersupport@devon.gov.uk

**SEND Support**

- Hearing, Visual and Multi-Sensory Impairment
- Physical Difficulties
- SEND ICT
- Communication and Interaction
- Social, Emotional and Mental Health

01392 287239 | send@devon.gov.uk



**Support Services**

**Devon Assurance Partnership**  
edaudit@devon.gov.uk

**HR One**  
hrdirect-mailbox@devon.gov.uk

**Legal**  
legal.legalschools-mailbox@devon.gov.uk

**Media and PR**  
mediapublicrelationsteam-mailbox@devon.gov.uk

**Trade waste**  
procurement-mailbox@devon.gov.uk

**Scomis**  
scomis@devon.gov.uk



**Leadership and Governance**

**Governance Consultancy**  
01392 287314 | schoolgovernance@devon.gov.uk

**Headteacher Recruitment**  
01392 287296 | educationadminheadships@devon.gov.uk

**School Leadership and Effectiveness**  
01392 287376 | schooleffectiveness@devon.gov.uk

**Data & Assessment**  
01392 287317 | schooldataassessment@devon.gov.uk

**Finance Consultancy**  
01392 287209 | financeschools@devon.gov.uk



**Teaching and Learning**

**Early Years Foundation Stage**  
01392 287377 | earlyyearsconsultants@devon.gov.uk

**Outdoor Education Support & Guidance**  
01392 287380 | dartmoorcentres@devon.gov.uk

**Devon Music Education Hubs**  
01392 287235 | musiceducationhub@devon.gov.uk

**Outdoor Learning Centres**  
01364 631500 | dartmoorcentres@devon.gov.uk

**School Library Service**  
01392 287244 | schoollibraryservice@devon.gov.uk



## Delivering innovative, high quality IT services that make a difference

### ScoTech

#### Comprehensive IT Support

From network management to cloud services, ScoTech provides end-to-end IT support, ensuring your school's technology runs smoothly.



### ScoStore

#### Straightforward IT Procurement

ScoStore is a simple, nationwide portal helping educational institutions buy best-value technology through best-practice procurement—part of our mission to add value in everything we do.

### ScoBackup

#### Backup & Recovery

ScoBackup is a dedicated data backup solution for educational institutions, ensuring secure, reliable, and recoverable school data against threats like ransomware, viruses, and unexpected loss.



