# SUB-CONTRACTING & ACTIVITY MANAGEMENT CODE OF PRACTICE 2025–2026

**Organisation:** Manchester Top Team Youth Project (MTTYP) – Alternative Provision

**Reviewed:** 1 September 2025 | **Next Review:** 1 September 2026

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## 1. Purpose & Scope

This Code of Practice sets out mandatory quality, legal, and safeguarding standards for managing sub-contractors, sessional delivery partners, external sports/educational venues, and activity providers working on behalf of MTTYP.

It applies to all third-party organisations, sessional coaches, specialist tutors, and external activity providers delivering services to MTTYP students, ensuring that sub-contracted provision maintains the same high safeguarding and educational standards as internal MTTYP operations.

## 2. Mandatory Pre-Contract Due Diligence Protocols

Before any sub-contractor, external provider, or sessional partner is approved to deliver activities or work with MTTYP learners, executive management must complete and sign off a formal **Pre-Contract Due Diligence Checklist**:

Step 1: Safeguarding & Compliance Verification
├── Obtain signed Sub-Contractor Safeguarding Agreement
└── Verify Enhanced DBS & Barred List checks for all delivery personnel

Step 2: Insurance & Statutory Clearance
├── Confirm minimum £5M Public Liability Insurance & Employer's Liability
└── Check Risk Assessments and Activity Health & Safety Policies

Step 3: Single Central Record (SCR) Entry
├── Record contractor pre-employment checks on MTTYP SCR
└── Finalize Service Level Agreement (SLA) & launch approval

### 2.1 Safeguarding & SCR Alignment

- **Safeguarding Agreement:** Sub-contractors must formally sign and agree to abide by MTTYP's *Safeguarding & Prevent Policy*, *Staff Code of Conduct*, and *Low-Level Concerns Framework*.
- **Single Central Record (SCR):** Sub-contractors must provide written confirmation and proof of pre-employment checks for all staff engaged in delivery (including

Enhanced DBS certificate numbers, Barred List checks, identity checks, and right-to-work verification). These details are entered onto MTTYP's SCR prior to session commencement.

### 2.2 Insurance & Health Safety Standards

- **Insurance Coverage:** Sub-contractors must hold valid **Public Liability Insurance** (minimum £5 million cover) and **Professional Indemnity / Employer's Liability Insurance** where applicable. Certificates must be submitted annually.
- **Activity Risk Assessments:** Sub-contractors must provide activity-specific Risk Assessments and venue Health & Safety compliance documentation prior to launching any session.

## 3. Service Level Agreements (SLAs) & Operational Standards

All sub-contracted provision must be governed by a formal, legally binding **Service Level Agreement (SLA)** detailing:

- Agreed delivery outcomes, student-to-staff ratios, and session timetables.
- Attendance tracking and immediate **Day 1 First-Day Response** reporting (notifying MTTYP of student absence by 09:30 AM).
- Clear incident reporting pathways for safeguarding concerns, accidents, or behavioral issues.

## 4. Quality Assurance, Monitoring & Auditing

MTTYP maintains ongoing oversight of all sub-contracted activities through:

- **Unannounced Quality Audits:** MTTYP management conducts termly site visits and unannounced session observations to audit delivery quality and safeguarding compliance.
- **Termly Compliance Reviews:** Executive management reviews sub-contractor SCR entries, insurance validity, attendance data, and student feedback every term.
- **Immediate Termination Clause:** MTTYP reserves the right to suspend or terminate any sub-contracted provision immediately if there is a breach of safeguarding protocols, health and safety standards, or adult conduct expectations.