



WESTERFIELD COLLEGE

LEARNING AND ENRICHMENT CENTRE

Discover. Lead. Excel.

Document Reference No	WC47
Document Title	Action Plan
Version	Version 1.1 (Final Integration)
Status	Draft
Reviewing Member of Staff	Centre Manager
Review Date	June 14, 2026
Review Cycle	Annually

Provisionally accredited by



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IMPACT THE CHILD... IMPACT THE WORLD.

1. Executive Summary & Regulatory Intent

In accordance with British Council Inspection Criterion M7, Westerfield College Learning and Enrichment Centre maintains this Action Plan as a live, auditable mechanism to track progress against Points to be Addressed (PTBAs) and recommendations arising from our quality reviews and external inspection cycles.

As required under the M7 framework, this plan serves to demonstrate that the provider systematically reviews systems, processes, and practices with a view to continuous improvement, ensuring all corrective actions are assigned, time-bound, executed, and properly documented. This document constitutes "Document 7" within our central inspection ledger.

2. Institutional Hierarchy & Action Ownership

To align with the institutional reporting lines detailed in Organisational Chart_2.jpg, execution and signing authority for individual action items are explicitly distributed among the senior management team:

Strategic & Financial Approvals: Chief Executive / Managing Director (Michael Dosunmu)

On-Site Operational & Safeguarding Oversight: Centre Manager & DSL (Vicki Miles)

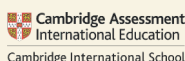
Academic & Curricular Execution: Director of Studies (Silvana Mutalahti)

Pastoral & Welfare Systems: Compliance & Safeguarding Consultant (Charmain Eaton, Contractor) or House Matron & Chaperone (Kara Adu)

3. Points to be Addressed (PTBA) Tracking Matrix

Operational Note: In accordance with British Council guidelines, criteria designated as "No" (Not Met) or weaknesses noted in the publishable statement are designated as high-priority actions. Supported documentary evidence must be verified before an item is marked as complete.

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4. Operational Alignment with Document 10 / WC40 (Organisation Plan)

To ensure this Action Plan does not operate in isolation, any remedial action logged in Section 3 that requires structural adjustments, systemic feedback gathering (M5, M6), or long-term forward planning (M2) must automatically trigger a matching update in Document 10: Organisation Plan (WC40).

The Senior Registry Officer is responsible for verifying that project aims, resource allocations, and evaluation timelines remain perfectly synchronized across both compliance files.

5. Review Cycle & System Maintenance

5.1 Continuous Upkeep (Criterion M7)

This Action Plan is maintained as a rolling, live operational ledger. While British Council regulations dictate that this plan must be formally submitted within six months of the committee meeting following a report, it must be updated continuously on-site and remain fully prepared for immediate extraction should an inspector request it.

5.2 Version History

The table below tracks the complete review and deployment history of this Action Plan:

No: 1

Date Updated: 30th November 2024

Version: Version 1.0

Changes: Baseline creation of the corporate action tracking index following internal mock evaluation.

Approved by: Academic Board

Revised by: Policy Lead

No: 2

Date Updated: June 17, 2026

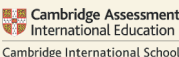
Version: Version 1.1

Changes: Structural update to integrate the January 2024 British Council Document 7 template. Assigned explicit personnel ownership to align directly with individual titles from Organisational Chart_2.jpg, including explicit reference to Contractor Consultant safeguarding dependencies.

Approved by: Centre Manager

Revised by: Senior Registry Officer

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Criteria Ref	Point to be Addressed / Weakness Wording	Criteria Met? (Yes/No)	Action Proposed & Documentary Evidence Required	Action Owner (Who)	Timeline (When)	Status (Done)
M1	Example: Ensure goals and values are	No	Integrate values statement into the day-one staff induction ledger. Evidence: Signed induction logs.	Centre Manager (Vicki Miles)	Prior to next intake	Done
M4	Example: Academic and residential shift communication tracking loops are siloed.	Yes	Implement the 12-hour automated compliance tracking and joint daily morning briefings. Evidence: Handover logs.	Director of Studies (Silvana Mutalahti)	Immediate	Done
W2	Example: Risk assessments for external leisure excursions lack standardized templates.	Authorize and roll out standardized pre-excursion risk grids across all cohorts. Evidence: Approved sample risk assessments.	Leisure Programme Lead (Tiffany Onawale)	Within 30 days	In Progress	Done
M7	Example: Maintain a live, centralized Action Plan tracking inspection feedback.	No	Formulate and publish Document WC35 (this Action Plan) into the central cloud repository. Evidence: Live policy URL.	Centre Manager (Vicki Miles)	Current Cycle	Done

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