

Alternative Provision Policy

Approved by:

Date: November 2021

Last reviewed on: November 2021

Next review due by: November 2022

This document is designed to ensure that young people on roll at Blessed Edward Oldcorne Catholic College who attend alternative provision are safeguarded and to ensure placements are quality assured to the same standard.

Principles and Context

Alternative Provision for Key Stages 3 & 4.

Alternative Provision is educational provision for students who are not accessing mainstream education for a variety of reasons.

These are the main reasons for choosing Alternative Provision:

- The student's key talents are not being developed through the national curriculum. Alternative Provision recognizes that we are all individuals with different strengths and weaknesses and that mainstream education is not for everyone.
- The student has had one or more fixed-term exclusions and is considered to be at risk of permanent exclusion from school. Alternative Provision is a strategy to avoid permanent exclusion for students and to encourage inclusion in education.
- The student has not been attending school regularly for whatever reason, and is therefore unlikely to achieve GCSEs. Alternative Provision offers a different setting with a broader choice of alternatives for students which may encourage attendance.
- The qualifications they receive are nationally recognised and enable progression to further education.

List of Alternative Providers

Alternative provision could take the form of work experience, part time/full time or a combination of provision alternative with a variety of providers.

Blessed Edward Oldcorne Catholic College uses a range of Providers of Alternative Education in Worcester and surrounding areas. These providers offer a range of courses from trade subjects (mechanics, construction, hairdressing, etc.) to specialist areas (business, catering, childcare, fashion, music, drama, and art) to GCSE or key skills classes.

Education Provider	Contacts
Medical Education Team	Medical Education Team Worcestershire Children First County Hall, Spetchley Road, Worcester, WR5 2NP Telephone: 01905 844864 Email: MET@worcchildrenfirst.org.uk The Medical Education Team discharges the duty of the Local Authority in ensuring that arrangements are in place for pupils who are unable to attend school because of their medical needs, to have appropriate and ongoing access to education. (See Policy for Children with health needs who cannot attend college for further details)
Aspire Academy	The Aspire Academy

	<p>Bridgwater Road Worcester WR4 9FQ</p> <p>Telephone:01905 455422 E-mail: admin@theaspireacademy.org.uk URN 141034 OFSTED: GOOD</p>
Gloverspiece Mini Farm	<p>Gloverspiece Minifarm Salwarpe Ladywood Droitwich WR9 0AJ</p> <p>07918 026036 lynne@gloverspieceminifarm.co.uk URN 143106 OFSTED: Good</p>
Bonterre- Top Barn Farm Holt Heath Worcester WR6 6NH	<p>Bonterre Top Barn Farm Holt Heath Worcester WR6 6NH</p> <p>Contact : Su Langley Provision Manager Bonterre CIC Tel: 07879072103 Email: su@bonterre.co.uk Website: www.bonterre.co.uk OFSTED: Not registered</p>
ENABLE Kip McGrath	<p>Kip McGrath Worcester North 53 Barbourne Road, Worcester, WR1 1SA, Worcestershire Sarah Khan worcesternorth@kipmcgrath.co.uk 01905 734992 OFSTED: Good</p>

Chadsgrove School and Specialist Sports College	Meadow Road, Catshill Bromsgrove, Worcestershire B61 0JL office@chadsgrove.worcs.sch.uk 01527 871511 OFSTED: Outstanding
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Safeguarding – an overview

All educational providers understand the health and safety of all students and staff underpins all that they do. Tight safeguarding procedures, adhering to national and local requirements, are embedded in all practice and include: (See Appendix 1 & 2)

- o Disclosure and Barring Service (DBS) checks on all staff
- o Essential safeguarding training
- o Safe teaching and learning environments
- o Sharing of Information protocols
- o Health care planning to meet individual student need

Safeguarding is very important and it is everyone’s responsibility to keep our children safe. Safeguard concerns can be raised with the DSL, contact details can be found in appendix 3.

Process of setting up alternative provision

- Learners referred to off-site alternative provision should be referred on the basis that this provision is more appropriate for them than Blessed Edward Oldcorne Catholic College can provide.
- Blessed Edward Oldcorne Catholic College will set up a meeting involving all relevant parties, including parents/carers and others as appropriate.
- A representative from the school will clearly explain to families the reasons why the alternative provision is being offered. If the provision is being offered as an alternative to permanent exclusion this must be clear to parents so that they are able to make an informed decision. If parents refuse to accept the offer of alternative provision as an appropriate alternative to Permanent Exclusion, the Head Teacher of the school would need to decide whether to proceed with the original exclusion.
- If the placement does not appear to be working or if the student is not attending - a formal meeting should be held involving the school, parent/carer, students and any other appropriate person. The meeting will reinforce the expectations of the original agreement while seeking feasible alternatives.
- If a student is permanently excluded from an alternative provision placement, a meeting will be convened between the named mainstream school, alternative provider, and the family to discuss either a return to the child’s named school or to identify a further alternative provider.
- A risk assessment will be carried out for vulnerable students who have bespoke alternative provision packages.
- A Service Level Agreement and letter are completed by the provider (See Appendix 1&2) annually.
- A proforma with all Safeguarding contacts at Blessed Edward Oldcorne Catholic College is sent to the alternative providers. This includes useful contacts and

numbers for out of hour concerns. (See Appendix 3)

Attendance

- Learners must attend the offsite provision as required and parents/carers must support this. Failure to attend should carry the same consequences as non-attendance at Blessed Edward Oldcorne Catholic College.
- Blessed Edward Oldcorne Catholic College will monitor attendance during the student's provision days and take appropriate action if they are absent.
- The school will monitor attendance through the DSL, DDSL and the Attendance Officer. Accurate attendance data is kept by Blessed Edward Oldcorne Catholic College.
- If the student is persistently absent, Blessed Edward Oldcorne Catholic College will then make contact with parents and try to resolve the issue to restore attendance. If unsuccessful this should then be referred to the other agencies as appropriate.
- Blessed Edward Oldcorne Catholic College will plan and provide support with the logistical arrangements to reasonable ensure that students can physically access any Alternative provision. This may involve coordinating with parents/carers, booking a taxi, planning a journey on public transport or a 'walk through' of the journey prior to attending the providers.

Health & Safety

- For college placements or other timetabled providers, Service Level Agreements are signed and updated each year. (See appendix 2)
- Any Safeguarding concerns will be passed to either the Designated Safeguard Lead for Safeguarding or Deputy Designated Safeguarding leads (see appendix 3 for names)

Quality Assurance

- Annual Contract compliance check agreements with alternative provision establishments includes scrutiny of policy and procedures on safer recruitment, safeguarding (Designated Leads, safeguarding policy, new staff induction, safeguarding training), health and safety, public liability insurance, equality and diversity, deferring and Barring service and complaints procedures (see SLA appendix 2).
- Any agreement around alternative provision for a student must be reviewed termly.
- Weekly contact/monitoring is established via the school's DSL. Any concerns are raised with the DSL. Student performance is then disseminated to Head of Year where appropriate.
- Impact/success will be measured against the targets the students are set in a meeting once per term. Examples of these could include: attendance, behaviour, qualifications.
- The school will on a regular basis quality assure the alternative provision that is in place through agreed collegiate observations. Any issues will be raised with the provider and the Senior Leadership Team at Blessed Edward Oldcorne Catholic College.

Dear

Due to the new Keeping Children Safe in Education 2021, where a school places a pupil with an alternative provider, the school continues to be responsible for the safeguarding of that pupil, and should be satisfied that the provider meets the needs of the pupil.

We therefore require written confirmation that appropriate safeguarding checks have been carried out on individuals working at your establishment.

Please can you confirm:

DSL Name:	
DSL Contact Number:	
LAC Lead Name:	
LAC Contact Number:	
All staff have an enhanced DBS check with a barred list check?	
All staff have received Safeguard training & know how to refer if they are concerned?	
All staff have received CSE/get safe training and embed the identification tool?	
All staff have received Prevent training?	
All staff have read KCSIE 2021?	
All staff have read sexual harassment and sexual violence guidance?	
Ofsted Registered (Yes or No)	
Ofsted Rating:	

Print Name:.....

Signed:.....

Date:.....

Please can you return this form to: Miss K Mason
Blessed Edward Oldcorne Catholic College
Timberdine Avenue
Worcester
WR5 2XD

Kind regards,

Miss K Mason
Assistant Head Teacher, DSL and LAC Lead

Appendix 2 – Service Level Agreement

This checklist outlines the health, safety and safeguarding arrangements that must be confirmed by the education providers prior to a student commencing. Please note that we are unable to place a student with you until this form has been completed, signed and returned to us. If you require any further assistance or guidance please contact kmason@blessededward.co.uk 01905 352615.

Organisation		
Address		
Name	Email Address	
Position held	Telephone number	
Nominated contact for compliance with the requirements of health & safety legislation		

The provider should complete the following sections and sign at the end to confirm an accurate record.

Key Policy Area Checklist for Providers – Are these documents in line with current statutory guidelines and cover all the areas below?

Policy Area	YES/ NO	Comment
Single Central Register in place		
Safer Recruitment.		
Safeguarding		
Health & Safety		
Equality & Diversity		
Record of Teacher/Tutor Qualifications trained to Qualification (England) Regulations 2007 and F.E, Teachers Continuing Professional & Registration (England) Regulations 2007 & LLUK Standards.		
Staff DBS Clearance up to date.		
Complaints Book.		
Allegations Monitoring		

Recording		
Employers Liability Insurance in place.		

Public Liability certification with a reputable insurance company.		
Record of all individuals who work or have access to the site, paid or voluntary and in what capacity they have this access.		
Latest Ofsted Report (where applicable).		
Latest Self-Assessment Report.		

HEALTH, SAFETY AND SAFEGUARDING QUESTIONNAIRE			
	Health and Safety Requirements/ issues	YES/ NO	Comments
1	Health and Safety Policy (Section 2 of the Health and Safety at Work etc. Act 1974 requires employers of five or more people to have a written health & safety policy statement)		Date:.....
1a	Do you have a written Health & Safety Policy? IF NO PLEASE STATE A REASON	YES/NO	
1b	When was the policy last reviewed?		
1c	Do all staff understand their responsibilities under RIDDOR? Where is your accident book held?	YES/NO	
1d	Are health & safety training updates for relevant staff completed?	YES/NO	
1e	Are checks made to ensure students are not involved in tasks that are prohibited or restricted?	YES/NO	
1f	Do you have processes to ensure the internet safety of young people accessing IT equipment and the internet?	YES/NO	
1g	Do you have the documentation to show that your premises meet	YES/NO	
1h	Fire Regulations?		

11	Who is your first aider(s)? Do they hold a current certificate?	YES/NO	
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	Do you ensure that students are using personal protective equipment that is required?		
2	Safer Recruitment		
2 a	Are written professional and character references always taken up before employment commences?	YES/NO	
2 b	Are identification and qualification documents checked and verified before employment commences?	YES/NO	
2c	Are Enhanced DBS checks undertaken on all new members of staff irrespective of current DBS clearances?	YES/NO	
2 d	Are face to face interviews always carried out by those who will be managing the staff before employment commences?	YES/NO	
2 e		YES/NO	
2f	Is previous employment history checked and any gaps anomalies fully investigated and explained satisfactorily before employment commences? What is the name of the person responsible for maintaining your Single Central Register? Please give their email address.		email:
3	Training/ Induction		
3 a	Do you have a policy regarding health & safety training for people working in your organisation, including use of vehicles, plant & equipment?	YES/NO	
3 b	Will students be provided with a full induction on their first day including all necessary health and safety training, fire evacuation and workstation	YES/NO	

	assessment if /where applicable?		
4	Employer and Public Liability Insurance		
4 a	Please attach a copy of your current certificate(s) of Employer and Public Liability Insurance to this form or a confirmation letter from your insurance broker confirming details of which Employer and Public Liability Insurance Policies are in force and the period of cover. (The indemnity limits expected for such insurance should be, in general, at least 5 million).		
5	Risk Assessment Risk assessment is a legal requirement for all employers, and if you employ five or more people, you must record the significant findings of the assessment.		
5 a	Will any student at your premises or otherwise under your control be covered by a: a) Generic risk assessment and/or b) Specific risk assessment?	YES/NO	
5 b	Do you complete a risk assessment for school age students working in a post-16 environment? Is this readily available upon request to the school? (ideally on your website)?	YES/NO YES/NO	
5c	Will these require to be reviewed? If no please state reason.	YES/NO	
6	Accidents and Incidents		
6 a	Is there a formal procedure for reporting and recording accidents and incidents in accordance with RIDDOR and other legislation?	YES/NO	
6 b	Do you have procedures to be followed in the event of serious and imminent danger to people at work in your undertaking?	YES/NO	
6c	Will you report all recorded accidents	YES/NO	

6 d	involving students to the school?	YES/NO	
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	Will you report to the school any sickness involving students, which may be attributable to the work?		
7	<p>Contact Person</p> <p>Will the student be made aware of suitable contact persons within the organisation relating to issues of:</p> <p>a) Health and Safety (as above)</p> <p>b) Diversity and Equality?</p>	YES/NO	
8	<p>Safeguarding</p> <p>8 a Will all adults who have direct contact with the students hold a current DBS and all ID and DBS been checked prior to employment?</p> <p>8 b Do you have a policy for protecting children or vulnerable adults/adults in vulnerable situations? If YES please attach a copy.</p> <p>8c Do you have a Dedicated Safeguarding Lead? If YES please provide contact details.</p> <ul style="list-style-type: none"> ● Please give date of training. <p>8 d Will all adults who have direct contact with the students be 'Prevent' aware?</p> <p>8 e How regularly do all staff undertake safeguarding training?</p> <p>8f Do staff know whom to inform of intermittent or poor attendance?</p> <p>8g Are staff aware how to report a student absconding during the day?</p> <p>8 h</p>	<p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p>	<p>Date of training:</p> <p>.....</p>

	<p>Are all staff aware that they should not allow students to leave the site with anyone, even parents unless pre-arranged with DSHS?</p>		
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	<p>Please sign to confirm that you have read and understood the 'Safeguarding experiencing a Diverse Curriculum' procedures for DSHS students when exp sheet enclosed with this document.</p>		<p>Signed:</p>
9	<p>Lone Working/ Indirect Supervision (where applicable)</p>		
9 a	<p>Will the placement involve the students undertaking any Lone Working? (This means either working alone on a one to one basis e.g. working under indirect supervision). If YES, please give brief details.</p>	YES/NO	
1 0	<p>Students with Special Educational Needs and Disabilities</p>		
1 0a	<p>Do you have a log of individual learning profiles for each learner? E.g. IEP's.</p>	YES/NO	
1 0 b	<p>Do staff know where this is kept and how to access it so that they have an understanding of each student's individual needs?</p>	YES/NO	

I/We confirm that we will treat the students as a members of our organization and that we will:

- Comply with health and safety legislation.
- Resolve health and safety issues with the student (s) promptly.

I/We confirm that we will provide the students with full and clear induction to the organization and its procedures, including:

- Relevant risk assessments and health and safety arrangements.
- Fire precautions and emergency evacuation arrangements.
- How to report accidents, incidents and unsafe conditions.
- First aid arrangements.
- Appropriate training and supervision.
- Who the Designated Safeguarding g Lead is.

I/We confirm that in cases of accidents and incidents involving a student or breaches of discipline by a student, we will advise and consult the school immediately.

Learning Provider (please sign See note below)

The above statements are true to the best of my knowledge and belief.

Signatu

re:

Job

title:

NOTE: The signatory of the host organization must have the necessary seniority and authority to commit formally the host organization or entity to the terms of this agreement.

Print

name:

Da

te:

APPENDIX 3 – Safeguarding Advice and Guidance

Safeguarding procedures for Blessed Edward Oldcorne Catholic College students when experiencing a Diverse Curriculum.

Should you experience any Safeguarding concerns with our students, no matter how insignificant, please call the Designated Safeguarding Lead/s below in this order.

Assistant Headteacher- Designated Safeguarding Lead (DSL:)Miss K Mason

Tel: 01905 352615

Email: kmason@blessededward.co.uk

Headteacher & Deputy DSL: Mr G McClarey

Tel: 01905 352615

Email: office@blessededward.co.uk

Deputy Headteacher & Deputy DSL: Mrs S Thomas

Tel: 01905 352615

Email: sthomas@blessededward.co.uk

Deputy DSL: Mrs K Ennis

Tel: 01905 352615

Email: ke20@blessededward.co.uk

In the event that the student causing concern falls out of school hours, please call - (in this order)

- 1. Miss K Mason Assistant Headteacher 01905 352615
- 2. Mr G McClarey Headteacher 01905 352615

Should you require further details of our Safeguarding and Child Protection procedures, please refer to our BEOCC Safeguarding policy is available on our website -

Useful contacts

<p>Children's Services Family Front Door (FFD)</p> <p>Tel: 01905 822666</p> <p>Website:</p> <p>https://www.worcestershire.gov.uk/info/20501/children_young_people_and_families/1842/how_to_contact_childrens_social_care</p>	<p>Emergency Duty Team (EDT) out of office hours Tel: 01905 768020</p>
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Local Authority Designated

Officer: Sue Taylor

01905 846221

Education Adviser Safeguarding:

Denise Hannibal

Tel: 01905 844436

Email:

[staylor5@worschildrenfirst.](mailto:staylor5@worschildrenfirst.org.uk)

[org.uk](mailto:staylor5@worschildrenfirst.org.uk)

Email: dhannibal@worcestershire.gov.uk