

Alternative Provision Policy

Approved by: Governing Body

Date: October 2023

Last reviewed on: November 2022

Next review due by: October 2024

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:

- To support students with complex Special Educational Needs and or Disabilities (SEND)
- To fulfil Educational Health and Care Plan (EHCP) provisions.
- To support students with medical difficulties (including mental health) to access education.
- To provide provision which reduces the risk of a student being permanently excluded from school.
- Reintegrating a student back into mainstream school following a period of sustained absence.

The use of alternative provision will only be considered if it is in the best interests of the student. In order to enhance our offer of education for that individual. Any agreement will be monitored and reviewed at regular intervals to ensure that this continues to be the case once the placement has started.

The final decision to refer a student for alternative provision is at the discretion of the Head Teacher after consulting relevant colleagues, professionals, parents, carers and the student for their views. The following will also be considered:

- Whether the provision meets the student's needs.
- The quality and safety of the provision.
- Costs and value for money.

Full time education is generally accepted to be 25 hours a week. All young people must receive full time provision in total whether in one setting or more, unless a young person's medical condition or social circumstances make full time education inappropriate.

List of Alternative Providers

Alternative provision could take the form of 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 etc.) to specialist areas (business, catering, animal care, music, drama, and art) to GCSE or key skills classes.

Education Provider	Contacts
Medical Education Team	<p>Medical Education Team Worcestershire Children First County Hall, Spetchley Road, Worcester, WR5 2NP Telephone: 01905 844864 Email: MET@worcschildrenfirst.org.uk</p> <p>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)</p>
Acton Mill Farm	<p>Acton Mill Care Farm, Worcester, WR6 5EJ</p> <p>Rosemary or Lewis Hooper Tel: 01886 884 227 amcarefarm@hotmail.co.uk</p> <p>URN:EY549682 OFSTED:unregistered</p>
Green Fingers	<p>Top Barn Farm Ombersley</p> <p>Jo Frost Telephone: 01905 845818</p> <p>greenfingers@worcschildrenfirst.org.uk</p> <p>OFSTED: unregistered</p>
NABLE	<p>Enable Other Ltd Sarah Khan</p> <p>53 Barbourne Road, Worcester, WR1 1SA, Worcestershire Sarah Khan</p> <p>centredirector@n-ableworcester.co.uk</p>

	01905 734992 URN: 2668837 OFSTED: unregistered
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Alternative Provision for Students with EHCP's is very carefully considered . All provision is sourced from the Worcester Council directory. SEND LA is informed as part of an annual review, emergency or interim review. Quality provision is sourced to address specific needs. These are related to SEMH. C&L, C&I with outcomes related to progress against EHCP outcomes.

Quality-Assurance

In order to ensure the quality of the alternative provision the following arrangements are in place. To ensure that key staff are fully aware about the use of alternative provision a weekly information report will be created that provides the following information:

- Students on placement during the week, location and time out of school
- Attendance of students on placement during the previous week

Safeguarding

The provider will:

- Read and sign the 'Keeping Studentren Safe in Education' document provided and return to the school.
- Inform school when a young person does not attend the provision.
- Follow their safeguarding procedures but also inform Blessed Edward Oldcorne Catholic College of any concerns, so they can be passed on to our DSL.
- Inform school of any 'near misses' and hospital visits.
- Inform parents of any first aid treatment.

The School will:

- Send an appropriate member of staff to the provision ahead of the student attending.
- Complete all relevant checks (see table included – appendix 1).
- Share information that is in the student's best interest to share, around their needs (including medical conditions and individual healthcare plans if in place) and strategies to support them to achieve.
- Record and track the use of alternative providers using our Single Central Record.

Attendance

Tracking attendance at alternative providers will be considered on a case by case basis to ensure that any variation in service is considered. The procedure for tracking attendance will be recorded in the student's Alternative Provision Support Plan (see below). However, tracking attendance will be guided by the following principles:

1. Students who are recorded on a Single Register should be monitored on a daily basis and unknown absence should be verified using our normal attendance

procedures. Contact will be made am and pm to confirm attendance to all providers. If the students are absent we will contact the parents/carers. Students who are absent for 2 days from provision a home visit will be carried out.

2. Students who are dual registered will be monitored using the procedures of the provider. These are considered when the placement is commissioned. Blessed Edward Oldcorne Catholic College should monitor that this is happening at least weekly and depending on the placement may do this daily. School to liaise with the provider from day 2 onwards if the child is absent in order to confirm what steps have been taken. Based on this the College will decide on how to proceed.

Parents must notify College that their child is at home on days when students are not timetabled or required to be in provision. If contact is not made by the parent then normal attendance procedures will be followed.

Contact with parents will be made to ascertain who will be caring for the child whilst at home or not in school.

Alternative Provision Support Plans (appendix 2)

Students are expected to be in school all of the time. Where there are health or social circumstances that prevent a student from attending school for a prolonged period of time, then the school will consider a planned re-integration programme which may include the use of local alternative provision providers.

In these circumstances the school will produce an Alternative Provision Support Plan which will specify the times that the student is expected and the activities that they are expected to engage with. This is not a long-term solution, it will be reviewed regularly to ensure that its objectives are being met and that the provision is still fit for purpose. If a plan is in place then any agreed absence will be coded as authorised. Any absence that is not agreed will be coded as unauthorised and BEOCC may pursue EIS procedures.

Blessed Edward Oldcorne Catholic College will always try to engage with the appropriate professionals when developing a plan to ensure that the objectives are suitable for the circumstances. This may be consultation with the local authority for Special Educational Need and Disability, medical professionals or commissioning psychometric assessment.

The support plan will:

- Be reviewed by a designated member of staff at regular intervals to ensure that the arrangements continue to meet the needs of the student.
- Set clear objectives for using alternative provision.
- Document how the use of alternative provision will impact on the curriculum delivered in school.
- Detail any specific responsibilities of the school or parents/carers to enable the alternative provision to work successfully.
- Weekly reports to be produced by the provider and supplied to school regarding progress being made.
- Maintain ongoing contact with the provision, which includes a 6 weekly drop-in or meeting (at least) to check the quality of the provision.

- The school and provider will review the placement, sharing progress with the young person.
- Keep a record of the placement and initial checks, observations following drop-ins, pupil progress, achievements and any concerns raised.

Appendix 1 – letter sent to providers

Dear

Due to the new Keeping Children Safe in Education 2023, 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: (As above)	
LAC Contact Number:	
First Aider:	
Daily Attendance Contact Name & Contact Number:	
All staff have an enhanced DBS check with a barred list check?	
Is there a staff and volunteer record - single central record of qualifications, recruitment and vetting checks?	
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 2023?	
All staff have read sexual harassment and sexual violence guidance?	
Ofsted Registered (Yes or No)	
Ofsted Rating:	
URN Number:	
Insurance Certificate supplied	
Number of students on site (EHCP/LAC)	
Ratio of staff:student	
Has the venue been visited and key members of staff met?	
Quality of venue check	
Risk assessments in place? please provide risk assessments for your site	

Policies and procedures in place to keep young people safe.	
If your are unregistered provision can you confirm your not an illegal school - providing the majority of the education to a child with an EHCP or a child who is CLA.	

If you have any safeguard concerns regarding our students you must report immediately to the DSL at Blessed Edwards. Our Home Liaison Officer will be visiting the site every half term for review and reports on our students.

Print Name:

Signed:

Date:

Position:

Please can you return the signed 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 - Alternative provision support plan & review form

Alternative Provision Support Plan & Review Form

Name:		Date:	
Tutor Group:		Attendance:	
Behaviour Points:		Exclusions:	
SEN:		SEN Details:	
Medical Details:			

Description of need:	
objectives	
Changes made to the timetable:	
Additional provision required:	
Safeguard concerns:	

People present at meeting:	
Academic Progress Update (Curriculum provision):	
Evidence of schemes of work & examples of student work:	
General Conduct and Engagement with Provision (inclusive of interventions):	
Has the student made progress in addressing the reasons for the referral to Provision?	

Student Comment:	
Parent Comment:	
School Comment:	
Agreed Actions/ specific targets:	

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: beokma@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

Deputy DSL: Miss E Oram

Tel: 01905 352615

Email: eoram@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

Family Front Door (FFD) Tel: 01905 822666 Website: https://www.worcestershire.gov.uk/childrens-social-care/refer-childrens-social-care	Emergency Duty Team (EDT) out of office hours Tel: 01905 768020
Local Authority Designated Officer: Tel: 01905 846221 Email: Website: https://www.worcestershire.gov.uk/info/20559/refer_to_childrens_social_care/1659/are_you_worried_about_an_adult_who_works_with_children	Education Adviser Safeguarding: Denise Hannibal Tel: 01905 844436 Email: dhannibal@childrenfirst.org.uk