Alternative / Contracted Provision / Educated Offsite Checklist of Minimum Requirements.

KCSiE states:

Alternative Provision

327. Where a school places a pupil with an alternative provision 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.

328. Schools should obtain written confirmation from the alternative provision provider that appropriate safeguarding checks have been carried out on individuals working at the establishment, i.e. those checks that the school would otherwise perform in respect of its own staff.

Alternative provision can follow 3 forms

* Education arranged by local authorities for pupils who, because of exclusion, illness or other reasons, would not otherwise receive suitable education
* Education arranged directly by schools for pupils on a suspension
* Pupils being directed by schools to off-site provisions to improve behaviour

It is important to note that safeguarding students when using alternative provision is crucial. Schools must ensure that parent and carers are given clear information about the placement, keep placement under review and ensure that the governing body follows statutory guidance for maintained schools.

|  |  |  |
| --- | --- | --- |
| ALTERNATIVE/CONTRACTED PROVISION/EDUCATED OFF SITE CHECKLIST RECOMMENDATIONS | | |
| The DSL will have a file containing all relevant information relating to the Provider, that is reviewed for safety and robustness, ensuring they match school’s expectations– to include details below | | |
|  | Received/date/Action | Comments |
| Service Level Agreement between school and provider – updated annually and signed by both organisations  The SLA contains clear detail regarding who retains safeguarding responsibility for the child (the main enrolled setting)  Clear timelines are in place  Parents’ consent has been sort |  |  |
| Safety and suitability of placement, identified through a site visit:   * Quality of accommodation/site * Security * Signing in procedures * Risk assessments * Emergency plan * Monitoring of use of site if other people use it |  |  |
| Is AP registered or unregistered with ofsted? |  |  |
| Staff have all appropriate and necessary checks and DBS are in place, Letter of assurance or copies of certificates, DBS number held.  Does all the information conform to KCSiE and the school due diligence for staff checks? |  |  |
| Letter of assurance in place – does it cover:   * DBS checks * Identity * Recruitment checks * Safeguarding training * Prevent training * Induction * Data sharing/GDPR compliance * Checks for volunteers |  |  |
| Information sharing agreement if not included in the Service Level Agreement  Are they registered with the ICO? |  |  |
| Child level detail that has been shared –  risk assessments, medical requirements, social worker contact etc. storage and management of personal data procedures (no personal data to be stored off site)  Use of secure methods of communication for any reports. |  |  |
| Use of IT -  Online safety for students including ICT acceptable use agreement, filtering and monitoring.  Online safety guidance and acceptable use policy for staff.  Consent re use of images |  |  |
| Safeguarding Policy – policies should be agreed by the school DSL that they are robust and fulfil school’s expectations. How do they manage disclosures – how will they inform DSL in school.  Who is named DSL for the AP?  What levels of safeguarding training are in place?  Evidence of KCSIE updates? |  |  |
| Whistleblowing procedure.  Low level concerns procedure.  Managing allegations. |  |  |
| Attendance procedures:  detailing expectation of school/college/student,  person named with responsibility to report non-attendance to school,  timing of reporting absences,  correct coding, required follow up etc.  Information sharing around any reduced timetable agreement |  |  |
| Behaviour Policy – school should agree this policy meets expectations and standards of the school including how the provider will report any behaviour concerns to the DSL |  |  |
| Use of restraint –  agreement,  level of training,  personal handling plans,  records and recording,  notifying the DSL that restraint has been used. |  |  |
| Behaviors updates, how are these recording to the school and when, including suspensions and permanent exclusions? |  |  |
| Staff code of conduct – to include not sharing of personal details and modes of safe contact with the child  Safer working practice guidelines |  |  |
| Curriculum offer?   * Monitoring of teaching and learning * Tracking of personal and social skills |  |  |
| Trips/visits policy – include or have separate ‘transporting student’s/pupils policy’, to include agreements from parents that the child can travel in private cars,  signed copy in file, insurance details cover business use |  |  |
| Administration of medicine policy – parent’s agreement, safe storage, recording etc. |  |  |
| First aid provision and staff are trained – level of training – please note |  |  |
| Fire Safety  Health & Safety checks  Food hygiene – if food is provided  Insurances /public liability |  |  |
| How do they support mental health and wellbeing – what training has been undertaken?  Is there a Senior Mental Health Lead or Mental health first aider? |  |  |
| Communication between school and provision – how often, in what format?  Dates for regular meetings at least once a half term. |  |  |
| Communication between provision and parents – what format?  Include parents in regular meeting with school. |  |  |

**Useful documents and guidelines**

[Keeping children safe in education 2023 (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181955/Keeping_children_safe_in_education_2023.pdf)

[Special Educational Needs and Disabilities (SEND) and Alternative Provision (AP) Improvement Plan (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/media/63ff39e6e90e0740de2669fd/SEND_and_alternative_provision_improvement_plan_print_ready.pdf)

[Ofsted publication (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/media/5a80176ce5274a2e87db7cd2/Alternative_provision.pdf#:~:text=Beyond%20pupil%20referral%20units%20and%20other%20full-time%20provision%2C,and%20no%20consistent%20arrangements%20to%20evaluate%20their%20quality.)

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942014/alternative_provision_statutory_guidance_accessible.pdf>