Outcomes First Group

ALTERNATIVE PROVISION POLICY

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1.0 INTRODUCTION

Outcomes First Group is committed to supporting provision and activities for the children and young people we educate and care that enriches their learning opportunities and enjoyment. This policy outlines the arrangements to keep them safe when attending alternative provision.

Please note that the terms "our teams" and "team member/s" include everyone working in Outcomes First Group's services in a paid or unpaid capacity, including employees, consultants, agency staff and contractors.

2.0 POLICY STATEMENT

We facilitate a range of alternative provision opportunities, including college attendance, horse riding and animal care. Whilst such provision provides life-enhancing opportunities and experiences for our children and young people, the Group's strategic risk assessment process has identified the management of alternative provision as a significant issue and as such has developed the approach outlined in this policy to manage the risks involved.

Where a child or young person is placed with an alternative provision (AP) provider, **the school/college continues to be responsible for their safeguarding, and must:**

- be satisfied that the placement meets the needs of the child/young person
- obtain written confirmation that appropriate safeguarding checks have been carried out
- always know where a child/young person is during school/college hours
- review the suitability of AP regularly
- act immediately if a concern emerges

2.1 Policy Framework

This policy has been developed in line with standards contained within current national Safeguarding and Health & Safety legislation and guidance.

Team members must read and implement this policy alongside:

- their setting's **Safeguarding Policy**
- Working together to safeguard children
- Keeping children safe in education (KCSiE) 2025

Team members should also be aware of the Group's Work Experience Policy, where relevant.

The Headteacher, Principal or equivalent and governing bodies of schools and colleges must be aware of the Department of Education's Alternative Provision Statutory Guidance for local authorities, commissioners and providers of Alternative Provision.

3.0 OUR APPROACH

It is the Group's policy to take all necessary measures to ensure the health, safety and welfare of those we educate and support for and our team members whilst attending alternative provision.

We will achieve this by the following actions:

- Procedures for the approval and control/compliance of alternative provision
- Ensuring the competence of all those involved with the planning and delivery of alternative provision
- Ensuring that planning and risk assessments are carried out for alternative provision;
- Building strong relationships with alternative provision providers;
- Involvement of people – ensuring that full involvement of team members, our children and young people, parents, carers, guardians and contractors in the success of our alternative provision programme.

This policy is communicated to all team members and is subject to regular review. A copy of this policy is available to other interested parties on request.

4.0 ROLES AND RESPONSIBILITIES

Where a child or young person attends alternative provision, for example, college, horse-riding centre etc, the Headteacher, Principal or equivalent must ensure that the provision has sufficient health and safety and safeguarding arrangements in place and is able to meet the individual's needs.

Any concerns about allegations of child abuse or safeguarding (including unacceptable risk) must be followed up and referred immediately to the Designated Safeguarding Lead (DSL) in accordance with the setting's Safeguarding Policy.

Prior to the child or young person attending they must ensure that:

- **Written confirmation** is obtained from the provider demonstrating that appropriate safeguarding checks have been carried out on individuals working at the establishment, i.e. those checks that the school/college would otherwise perform in respect of its own team members, including DBS checks.
- An up-to-date liability insurance certificate from the placement must be seen.

- The alternative provision provider has policies and procedures in place to protect children from harm including:
  - a Safeguarding Policy that includes clear procedures for reporting concerns, and use of photography including consent arrangements
  - appropriate health and safety procedures, including Fire and Evacuation and First Aid Procedures
- the provider has in place arrangements to notify the school/college immediately of any absences by individual children or young people and any safeguarding concerns.
- A joint risk assessment is completed and signed off by both the school/college and the provider/ placement.
- An Outcomes First Group Team Member has visited the provision/placement to ensure its suitability.
- Written consent is obtained from those with parental responsibility for the child/young person's attendance at the provision.

Regional Directors/ Operational Directors will have oversight to ensure alternative provision arrangements are managed safely and effectively in the form of observation on a sampling basis.

5.0 TRANSPORTATION TO AND FROM ALTERNATIVE PROVISION

The risks posed during transportation of children, young people and team members have been identified as a significant issue. All settings are required to comply fully with the Group's Driving at Work Policy which classifies vehicle types and clarifies vehicle driving licence and training requirements.

6.0 TRANSITION BACK TO SCHOOL/COLLEGE

Transition arrangements must be in place to ensure the child or young person is supported back into the school/college day and timetable on their return to school/college.

7.0 COMMUNICATION WITH PARENTS/CARERS/THOSE WITH PARENTAL RESPONSIBILITY

Arrangements for alternative provision will be made in communication with the child or young person's parents/carers/ those with parental responsibility. If they have any concerns about any aspect of the alternative provision, they should discuss with the child's/young person's teacher. If the issue is not resolved, they should contact the Headteacher, Principal or equivalent.

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