**Guidance and Risk Assessment for Schools using Alternative Provision.**

Good alternative provision is that which appropriately meets the needs of pupils which required its use and enables them to achieve good educational attainment on par with their mainstream peers. All pupils must receive a good education, regardless of their circumstances or the settings in which they find themselves. (DFE Guidance 2016)

Responsibility for the alternative provision used rests with the commissioner, i.e. the school. Schools need to ensure that they have carried out due diligence in determining the most appropriate placement for children, taking account of the needs of the child, risks and safeguarding. The following checklist is designed to support schools in achieving this aim.

Schools may use a variety of provision both registered and unregistered. If children attend unregistered provision schools must ensure that this does not exceed 15 hours. In many instances children will attend an AP for part of the week while attending the school for the remaining part of the week.

Where schools are placing children in registered provision we would expect these to have a recent Ofsted judgement that is Good or Outstanding. Schools would be required to provide a clear rationale for placing a vulnerable child in a provision that requires improvement.

As a guiding principle schools should seek to place children in Alternative Provision that is known to the Local Authority and approved as a provider by them. However, the fact that it is known to, and approved by the LA does not mean that it is safe or appropriate - it is still the school’s responsibility to ensure the appropriateness of the provision.

A school is likely to be INADEQUATE if:

* The school is making ineffective or inappropriate use of alternative provision or is using inappropriate alternative provision (including, for example, failing to ensure the suitability of a provision or not taking responsibility for their pupils who attend alternative provision)

(Schools Inspection Handbook July 2022 - applied from 1st September 2022))

**Risk Assessment for Schools using Alternative Provision**

| Name of AP setting |  | Address |  | Telephone |  |
| --- | --- | --- | --- | --- | --- |
| Key contact at the AP setting (name) |  | Role |  | Email |  |
| Pre-placement visit carried out by (name/role) |  | School/organisation |  | Email |  |
| Placement Approved by (school) |  | Name |  | Position | Date |
| Placement Approved by (Trust) |  | Name |  | Position | Date |

## Safeguarding

|  | **Yes** | **No** | **Comment** |
| --- | --- | --- | --- |
| Is this provision known to the LA and approved?(This does not replace a school’s duty to make its own checks regarding each Provision.) |  |  |   |
| Is a recent **‘Good’ or ‘Outstanding’ Ofsted Report** available where applicable?  |  |  |  |
| Is an institution which should be registered as an independent school (four or more students or one with a statement/EHC Plan on roll full time) registered and not operating illegally? |  |  |  |
|  | **Yes** | **No** | **Comment** |
| **Which of the following checks were carried out prior to placement? ( If not applicable please note in comment section)** |
| Staff and Volunteer Record – Single central record of qualifications, recruitment and vetting checks |  |  |  |
| Insurance Certificates (see details below) |  |  |  |
| Core Risk Assessments |  |  |  |
| Admissions Policy and Procedures and register |  |  |  |
| Attendance Policy and Procedures and register |  |  |  |
| Health and Safety Policy  |  |  |  |
| Educational Visits and Outings Policy and Procedures |  |  |  |
| Code of Conduct and Behaviour Policy (to include drugs policy and anti-bullying policies)  |  |  |  |
| Data Protection Policy and Procedures |  |  |  |
| Equality information and objectives (public sector equality duty) statement for publication  |  |  |  |
| Child Protection Policy and Procedures  |  |  |  |
| Statement of procedures for dealing with allegations of abuse against staff  |  |  |  |
| Sex and Relationships Education Policy |  |  |  |
| Complaints Procedure Statement  |  |  |  |
| Other – specify |  |  |  |

## Insurance (see requirements in Appendix 1)

|  | **Yes** | **No** | **Comment** |
| --- | --- | --- | --- |
| Public Liability insurance |  |  |  |
| Employer’s Liability insurance |  |  |  |
| Professional Negligence insurance |  |  |  |
| Motor Vehicle Insurance |  |  |  |
| Subcontractor Liability |  |  |  |

## Quality of provision

| The placement meets the educational and SEMH needs of each pupil |  |  |  |
| --- | --- | --- | --- |
| The premises are fit for purpose  |  |  |  |
| Is the site secure?  |  |  |  |
| If the site is not secure, have potential risks been addressed?  |  |  |  |
| Have appropriate arrangements been made for snacks/lunches |  |  |  |
| If young person receives FSMs – how will he/she receive it? |  |  |  |
| Health and safety arrangements are of an appropriate standard  |  |  |  |
| Are staff adequately trained in first aid? |  |  |  |
| Teaching and learning is of a high standard  |  |  |  |
| Suitable resources and teaching materials are available |  |  |  |
| Behaviour management is strong  |  |  |  |
| Attendance recording and reporting are robust |  |  |  |
| Responsibilities and processes for AP and home school for reporting and sharing attendance and safeguarding information are agreed and aligned |  |  |  |
| Tracking and reporting on progress is robust |  |  |  |
| Suitable accreditation and other outcomes are on offer |  |  |  |
| Due attention is paid to reintegration or progression to post-16 pathways |  |  |  |

## Supporting documentation and processes in place

|  | **Yes** | **No** | **Comment** |
| --- | --- | --- | --- |
| Has the school carried out a pre-placement visit to the setting? |  |  |  |
| Has the young person been actively involved in planning for this placement? |  |  |  |
| Has the parent/carer been actively involved in planning for this placement? |  |  |  |
| Have any other relevant professionals been actively involved in planning for this placement? (e.g., LAC Adviser, EHCP Co, YOT key worker etc.) |  |  |  |
| Transport Plan in Place |  |  |  |
| Service Level Agreement |  |  |  |
| Education plan for each pupil or group of pupils |  |  |  |
| Protocol for monitoring pupil progress and outcomes and quality of provision |  |  |  |
| Review calendar for monitoring pupil progress and outcomes and quality of provision |  |  |  |
| Formal agreement from the parent(s) for the arrangement |  |  |  |
| Effective communication protocol, this includes how schools will receive updates and session overviews as well as emergency contact details. |  |  |  |
| AP Safeguarding Policy |  |  |  |
| AP Attendance Policy |  |  |  |
| Other – specify  |  |  |  |

## Appendix 1: Recommended Levels of Insurance Cover

* Public Liability insurance for a minimum of five million pound sterling (£5,000,000) in respect of any one act or occurrence or series of acts or occurrences in any one year
* Employer’s Liability insurance for a minimum of ten million pound sterling (£10,000,000) in respect of any one act or occurrence or series of acts or occurrences in any one year;
* Professional Negligence insurance for a minimum of two million pound sterling (£2,000,000) in respect of any one act or occurrence or series of acts or occurrences in any one year;
* The Service Provider and its Personnel shall have in place motor vehicle insurance commensurate with the potential liabilities of the Service Provider relating to the operation of vehicles used for the transport of Service User/s and their visitors
* Subcontractor Liability – the Service Provider shall ensure that the same levels of insurance are maintained for any sub-contracted Services;

The onus is on the Service Provider to ensure that its insurance policies are always adequate to cover eventualities pertaining to its business, but the school also holds a responsibility to pupils placed there.