

# Creating Tomorrow Trust

## Use of Alternative Provision Policy



### ABOUT THIS DOCUMENT:

Purpose: This policy outlines how Creating Tomorrow Trust provides a robust and clear governance framework for use of alternative provision, the CTT executive team has developed this policy to manage processes to achieve compliance and effective co-ordination across the organisation.

The policy creates a framework for the effective commissioning and review of alternative provision.

Compiled by K Latham, January 2022 Agreed by Directors

SIGNED

DATE

Review Date

January 2024

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### **Wellbeing in our Trust**

Managing an alternative provision offer can be challenging and so this document aims to set out procedures to be followed to minimize what can be a difficult process.

We are all affected by poor physical and mental health at times during our lives and it is important the appropriate support is available in a timely manner.

Health and wellbeing is everyone's responsibility and we encourage an open and honest culture whereby anyone can discuss any issues they may have.

The Trustees of Creating Tomorrow take the health and wellbeing of all employees seriously and are committed to supporting our staff. The Trustees ensure that support for staff is available through:

- Effective line management
- Commitment to reducing workload
- Supportive and professional working environments
- Employee support programs
  - Health Assured (confidential counselling support available through Perkbox account).
  - The Education Support Line telephone number 08000 562561 or website [www.educationsupport.org.uk](http://www.educationsupport.org.uk)

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### 1. Introduction

Creating Tomorrow Trust, subsequently in this policy referred to as 'CTT', has a duty to ensure that appropriate policies and supporting procedures, protocols or guidelines are in place to comply with legislation, enabling all staff to fulfil their roles safely and competently to provide effective and appropriate education for all students.

To ensure the CTT executive provides a robust and clear governance framework for use of alternative provision, the CTT executive team has developed this policy to manage processes to achieve compliance and effective co-ordination across the organisation.

The policy creates a framework for the effective commissioning and review of alternative provision.

### 2. Policy statement

The CTT executive provides this policy to:

- Ensure that relevant legislation is acknowledged and adhered to
- Ensure that the equality impact assessment process is completed on this policy
- Establish a common approach to the commissioning and review of alternative provision
- Ensure systems exist to ensure the monitoring of student safety, behaviour and progress whilst attending alternative provision

### 3. Aim

The aim of this policy is to provide a structure for the development, approval and management of local alternative provision policy.

### 4. Scope

This policy applies to all CTT schools.

### 5. Objectives

To enable CTT wide consistency in the approach to the commissioning and review of alternative provision:

- To establish a framework for ensuring students are safe from harm
- To establish a framework to ensure students' behaviour improves during their time in alternative provision
- To establish the ethos that alternative provision is used for the purpose of securing an improved

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long term outcome

- To establish a framework to ensure students make progress during their time in alternative provision

### 6. Roles and responsibilities

**Accountable Officer** - the Chief Executive, as Accountable Officer, has overall responsibility for ensuring the CTT academies have appropriate procedures and written control documents in place to ensure students access high quality alternative provision where it is needed.

**Chief Operating Officer** - is responsible for ensuring that:

- The policy is maintained
- Documents and training are cascaded appropriately across the organisation

**Headteachers** - are responsible for ensuring that local policy regarding alternative provision is maintained and regularly reviewed. They are responsible for ensuring that consideration is given to any training and resources implications that are defined through their local policy.

**Chairs of Governors and Headteachers** – will:

- Acknowledge this policy when approving local policy.
- Cascade approved/amended policies in line with their procedures
- Provide advice and assistance to policy development as required.
- Understand the policy process and their role in supporting best practice

### 7. Policy information

#### Reasons why a school might offer Alternative Provision

Students may be referred to Alternative Provision on the basis that this provision is more appropriate for them than what the school can provide. Some reasons might be:

- The student's strengths are not being developed through the standard curriculum. The emphasis on vocational education that some alternative provision offers may better meet the student's needs.
- 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 seen as a desirable alternative to permanent exclusion for students and to encourage their continued inclusion in education.
- The student has not been attending school regularly, and is therefore unlikely to achieve the progress expected of them. Alternative provision may provide a greater opportunity for a student to progress to a suitable placement during the next step of their education.

#### Reaching a decision to explore an Alternative Provision placement

The decision must be taken through discussion with an appropriate range of professionals. The Headteacher must approve the decision.

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Each school must have a mechanism in place to consult with the student.

Each school must have a mechanism in place to consult with those who have parental responsibility for the student.

The school will use DfE publication Alternative Provision: Statutory Guidance for Local Authorities (January 2013, updated 2016) as a basis for making arrangements for alternative provision.

Students who are referred to alternative provision will remain on roll of the academy and the school funds their place in alternative provision. The school remains ultimately responsible for the student, and the offer of alternative provision shows a commitment by the school to an inclusive approach to the student's education.

A representative from the school will clearly explain to student and his / her parents / carers the reasons why the alternative provision is being offered.

The student's parents / carers will sign a relevant alternative provision contract. Responsibilities for supporting the student and timescales for reviewing the contract must be agreed during a meeting.

### **Establishing the suitability of alternative providers**

Each academy must ensure that:

- there is always a clear rationale in place to establish that the alternative provision will allow the student to make good academic progress.
- the alternative provision is a legal entity. If the alternative provision is working as an unregistered school then the potential placement discussion must be halted.
- the alternative provider has relevant policies in place to cover Child Protection and Health & Safety and reflect the latest statutory guidance.
- any qualifications the students can access will be nationally recognised and enable progression to the next steps of their education, employment or training.
- In partnership with the academy the alternative providers are able to offer students an appropriately broad and balanced curriculum. Academy leaders will be required to make a professional judgment about this aspect in relation to the needs of the student. Students should also expect to access personal, social, health and economic education (PSHEE). This will allow students to develop key skills and attributes such as resilience, sexual health, risk-management and self-esteem.
- all staff at the alternative provision have enhanced DBS checks. The academy must receive written confirmation that the appropriate checks have been carried out in line with the latest version of 'Keeping Children Safe in Education – September 2021' or relevant updates beyond this revision.
- all staff at the alternative provider have undertaken appropriate safeguarding and child

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protection training and that there are systems in place to up date staff on a regular basis.

- the alternative provision has a good quality e-safety / acceptable use policy in place.
- the alternative provision has a good quality anti-bullying policy in place.
- the alternative provider has a good quality lone working policy in place.
- the alternative provider has a good quality risk assessment system in place and it is used effectively.
- the alternative provision has a fire risk assessment and regular fire drills take place.
- the alternative provider has public liability insurance in place and the certificate is displayed.
- the alternative provider has good quality systems for the administration of first aid and that facilities are readily available.
- the alternative provider has good systems in place to supervise students safely.
- the alternative provider has a good quality targeting and tracking system in place to allow students to make good progress.
- the alternative provider has good quality systems in place to use assessment information to inform their teaching practice.
- the alternative provider has a clear mechanism for reporting progress to students, the school and parents. This mechanism must be at least in-line with academy expectations.
- the alternative provider is resourced adequately to deliver on its stated offer.
- the alternative provider has a mechanism for reporting daily attendance to the school. Systems to address non-attendance are clear to both the alternative provider and the school.
- the alternative provider has a good quality student induction process in place.
- the alternative provider has an effective mechanism for students to be able to share their views.
- the alternative provider is able to counter-sign a written agreement with the school regarding the provision to be offered. This will clearly set out the expectations of all parties.
- the alternative provider is able to provide clear lines of communication between them and school leaders.
- the alternative provider has effective behaviour management processes in place, which include responses to punctuality concerns.
- the alternative provider has effective systems in place for providing careers education and guidance.
- the alternative provider is not acting in a way that would undermine the equalities act.

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### **Reviewing the alternative provider's impact**

Any agreement around alternative provision for a student will be regularly reviewed. Timescales and responsibilities for reviewing the agreement will be agreed by the school, alternative provider and parents / carers.

The impact and success of the placement will be measured against targets agreed in the initial meeting and these will be regularly reviewed.

The school will use the written contract with the alternative provider to manage the arrangement. Failure to deliver on the agreement must be addressed immediately.

### **Attendance and Safeguarding**

All professionals have a statutory responsibility to safeguard and promote the welfare of children and young people and tracking and reporting attendance at alternative provision is an essential component in achieving this.

Attendance at off-site alternative provision will be monitored closely and every step should be taken to ensure that accurate attendance data is kept by the school.

Alternative providers must contact the school whenever the student is absent.

The school will formally monitor attendance and update records and maintain contact with the alternative provider.

Students whose attendance falls below the school target will be subject to interventions as set out in the school's Attendance Policy.

There is an expectation that any safeguarding concerns are raised with the Designated Safeguarding Lead at the school and that all alternative providers adhere to the Child Protection and Safeguarding Policies of the school.

### **Monitoring Academic Progress and Behaviour**

The student's attainment data will be communicated to the alternative provider on commencement of placement.

Regular reports will be completed by the alternative provider as part of the monitoring process.

The student will be visited on a regular basis by an appropriate staff member from the school and a record of this visit will be completed and held in the student's file.

The student's own views on the placement will be taken into account as part of the

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monitoring process.

The provider will be expected to contact the school to inform them of any serious behavioural incidents.

Students who are making less than satisfactory progress will be subject to a formal review meeting involving the school leaders, the student, parents/carers and the provider.

### **Ceasing the alternative provision**

School leaders must immediately cease any placement which is likely to put the student in danger.

School leaders must hold the alternative providers to account for the progress students are making. If this is unsatisfactory then academy leaders must seriously consider ceasing the placement.

The placement must be ceased at a point when the student is likely to be successful during the next stage of their education, employment or training.

## **8. Policy training**

The initial implementation of the policy will involve a training session for senior leaders.

Academy leaders must ask the CTT executive for specific training regarding the use of alternative provision if they identify a need.