

Annex A



Provider Self-Assessment: Alternative Education Provision

Please return this form to the Principal

Contact Details:

Provider name	
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Address	
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Telephone	
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E-mail address	
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Registration details:	
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Please provide a brief description of the provision offered by your organisation including staffing levels and structures.
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Management:

<p>Who takes day to day responsibility for the management of the provision?</p> <p>What is their role?</p>	
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Registration

Is the provider registered as an independent school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Notes/Comments

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1. Safeguarding: Our aim is to ensure young people feel safe in their placement

Lead member of staff:

Contact details:

		Evidence	Is this requirement met?
1.1	Appropriate access is in place for the site. If at all possible, access to the site is restricted to registered pupils and the organisation's own staff	Secure entrance Site is secure from intruders Sign in book Sign in procedures	Fully Partially Not at all/limited evidence
1.2	Designated lead for Child Protection	Lead identified in policy documents All staff are aware of safeguarding lead	Fully Partially Not at all/limited evidence
1.3	All staff and volunteers have current DBSs which are recorded on a central register. Please include a list of staff names and DBS certificate numbers together with the date obtained.	Central DBS	Fully Partially Not at all/limited evidence
	Comments:		
1.4	Safeguarding/child protection policies are in place and are up to date	Name and contact details of those responsible for safeguarding Safeguarding/child protection policies are in place Induction procedure and resources for new staff	Fully Partially Not at all/limited evidence

		Regular communication to parents and young people	
	Comments:		
1.5	Refresher training is available at 2 yearly intervals for lead member of staff and all staff that work with children undertake appropriate training and then refresher training at 3 yearly intervals - All members of staff are aware of and access to safeguarding children training programmes	Records of staff Safeguarding certificates Safeguarding training and information plan	Fully Partially Not at all/limited evidence
1.6	The organisation has an e-safety/acceptable use policy and anti-bullying policy signed by staff and pupils	E-safety/acceptable use policy and anti-bullying policy All staff trained in e- safety and anti- bullying	Fully Partially Not at all/limited evidence
1.7	All members of staff know what to do if a disclosure is made	Information on how child protection concerns are raised Log sheet	Fully Partially Not at all/limited evidence
1.8	All staff are aware of the advice given from the health and safety executive about lone working	A lone working risk assessment has been carried out Policy in place List of resources available for safe lone working	Fully Partially Not at all/limited evidence
	Comments:		

On the basis of your self- evaluation, what are your key priorities to make further improvements to Safeguarding?

2. Health and Safety: Our aim is to ensure Young people are safe on and off the premises

Lead member of staff:

Contact details:

		Evidence	Is this requirement met?
2.1	An up to date Health and safety policy is in place and accessible to all staff, young people, carers and visitors and a there is a designated person trained to IOSH standard who is held ultimately responsible for health and safety	<p>Knowledge of requirements of health and safety legislation</p> <p>‘Competent’ health and safety advice available</p> <p>Appropriate health and safety signs and notices</p> <p>Displayed notice naming the designated person for health and safety to whom these issues should be reported</p>	<p>Fully</p> <p>Partially</p> <p>Not at all/limited evidence</p>

	Comments:		
2.2	Risk assessments have been carried out to identify significant risks on site	Adequate risk control measures Record of at least yearly regular reviews	Fully Partially Not at all/limited evidence
	Comments:		
2.3	Fire drills take place regularly, at least once a year	Fire extinguishers tested regularly Staff trained in fire prevention measures Diary showing recent fire drills and notes Certificates showing tests of fire alarm Display a list of fire wardens (in larger organisations)	Fully Partially Not at all/limited evidence
	Comments:		
2.4	Public liability insurance policy is current and the insurance certificate is displayed	Public liability insurance documents Other relevant insurance documents	Fully Partially Not at all/limited evidence
	Comments		
2.5	First aid equipment and/or facilities are readily available	Arrangements for access to a qualified first aiders or	Fully

	<p>- Is the organisation familiar with RIDDOR procedures? (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)</p> <p>How will the employer convey revised control measures to young people if a RIDDOR event occurs whilst they are on the premises?</p>	<p>appointed person</p> <p>Recording systems for accidents and first aid treatments and notification to the school (if appropriate) and/or the parents/carers?</p> <p>Evidence of any RIDDOR investigations underway or outcomes pending</p> <p>List of trained first aiders displayed</p>	<p>Partially</p> <p>Not at all/limited evidence</p>
	Comments:		
2.6	Arrangements are in place for supervision of young people	<p>Supervision arrangements</p> <p>Rotas</p> <p>Ratios of staff to young people identified according to need and implemented</p>	<p>Fully</p> <p>Partially</p> <p>Not at all/limited evidence</p>
	Comments:		
2.7	All staff currently trained in safe intervention/restraint e.g. team teach	<p>Records of training</p> <p>Registration documentation</p>	<p>Fully</p> <p>Partially</p> <p>Not at all/limited evidence</p>
	Comments:		

On the basis of your self- evaluation, what are your key priorities to make further improvements to Health & Safety?

3. Are the following Policies and Procedures in place?

Comprehensive Safeguarding policy and procedures

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Confidentiality/Data Protection

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Whistle blowing

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Complaints

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Equality and diversity

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Attendance

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Behaviour Management

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Physical Intervention

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Conduct of Staff

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Use of exclusion

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Children who abscond

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Smoking, Drugs and Alcohol

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Use of volunteers

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Supporting Medical Condition

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

SIGNED PROVIDER: _____

POSITION: _____

DATE: _____

Annex B



Alternative Provision due diligence checklist

The below checklist is to be used for all Alternative Provisions, where a student on roll is currently attending. It is the placing school's responsibility to ensure that all requirements are met. Information should be collated and stored in a single point of access and managed by the responsible person within the academy.

Name of Alternative Provision	
Start date	

General Considerations

Leaders should be able to provide a clear rationale with regard to the following:

- Is there a clear rationale for the use of off-site provision? Were other options considered? Why is it deemed to be the best option for the pupils concerned?
- Do leaders have a clear process for checking registration and safeguarding?
- How do leaders ensure that pupils benefit from a well-taught, broad and balanced curriculum?
- How do leaders monitor pupils' attendance, attainment, progress, behaviour and personal development?
- Has consideration been given to the off-site provisions most recent OFSTED report?

Required information	Date evidence received	Signature
Check the registration status of the alternative provision.		

Ensure AP provision completes Trust self-assessment in full and use this information to check compliance during regular visits.		
What days/hours are agreed the student will attend? And what process will be followed for attendance monitoring and absence reporting?		
Discuss with, and provide information regarding the school's expectation in writing about social networking, the use of social media and e-safety.		
Discuss with, and provide information regarding the school's expectation in writing for child protection and procedures they should follow if they have a concern about a pupil.		
Received written evidence that all staff have received appropriate safeguarding training, in line with Keeping Children Safe in Education. This should include information on the provider.		
Written agreement in place to stipulate the frequency of visits by teaching staff to evaluate the quality of teaching and learning at the Alternative Provision. Visits should be a minimum of half termly and logged on CPOMS.		
Written agreement in place to stipulate how the school will evaluate the academic, personal and social progress being made by all pupils, to ensure that the targets set are suitably challenging.		

Checks completed by:	
Position	
Signature	
Date	

Principal	
Signature	
Date	

