

Kingsmead school



Off-Site Education Procedure

Implementation:	September 2023
Procedure Owner:	J. Russell
Reviewed:	September 2023
Next review date:	September 2024

Off-Site Education

Name of School: Kingsmead school
Name of Alternative Provision Lead: Mr A Reynolds
Name of DSL: Mrs J Russell
Name of Attendance Lead: Mr A Reynolds
Name of Lead for Quality of Education: Mr S Cope
Name of SENDCo: Miss N Bannister
Name of Designated Teacher: Miss N Bannister

This procedure aims to ensure that pupils who are educated off-site anywhere other than Kingsmead school are safeguarded appropriately, have access to high quality education and their needs are sufficiently met. This procedure is used in conjunction with the [Kingsmead Safeguarding Policy](#) and [Keeping Children Safe in Education Statutory Guidance 2023](#).

Key Points from the policy

- Kingsmead school remains responsible for the safeguarding, safety and wellbeing of any pupil who is taking part in off-site education.
- The off-site education must be agreed through a meeting with a Senior member of staff, Attendance Intervention Manager and parents (Appendix 2 and Appendix 3).
- Checks must be carried out with regards to absence protocols, attendance and safeguarding prior to commencing off-site education.
- This process is relevant to off-site alternative education and online/remote alternative education.

Alternative provision

The cohort of pupils in Alternative Provision often have complex needs, it is important that governing bodies and proprietors of these settings are aware of the additional risk of harm that their pupils may be vulnerable to. The department has issued two pieces of statutory guidance to which commissioners of Alternative Provision should adhere to:

- [Alternative provision DfE statutory guidance](#)
- [Education for children with health needs who cannot attend school](#)

When Kingsmead school places a pupil with an alternative provision provider, it continues to be responsible for the safeguarding of that pupil and should be satisfied that the provider meets the needs of the pupil. Kingsmead ensures to obtain written confirmation from the alternative provision provider that appropriate safeguarding checks have been carried out on individuals working at the establishment (Appendix 1).

Ofsted Inspection Handbook- September 2023

The [Ofsted Inspection Handbook](#) gives guidance on how schools use of alternative provision is evaluated during graded inspections.

- Inspectors will evaluate how well a school continues to take responsibility for its pupils who attend alternative or off-site provision. Inspectors need to be assured that leaders have ensured that the alternative provision is a suitable and safe placement that will meet pupils' academic, vocational, technical needs, pastoral needs and, if appropriate, SEND needs. Inspectors will speak to a selection of pupils who attend off-site provision, where possible, including potentially through video or telephone calls.

- Inspectors will ask the school about the registration status of any alternative providers that they use. Any provider of alternative provision must be registered as an independent school if it caters full time for 5 or more pupils of compulsory school age, or one pupil who is looked after or has an education, health and care (EHC) plan. If a school uses alternative provision that should be registered but is not, inspectors will carefully consider whether this affects the likelihood that pupils are safeguarded effectively (appendix 8).
- Inspectors will normally visit a sample of any part-time unregistered alternative providers during the inspection, as directed by the relevant Ofsted region. This may be completed remotely. This is to assess the adequacy of the school's quality assurance process. Inspectors will visit any registered alternative provision site that we have not yet inspected to assess the adequacy of the school's quality assurance process.
- Inspectors will consider the quality of registered alternative provision using our latest inspection report and assess its impact on the overall quality of education for pupils in a proportionate way.
- Inspectors will consider the reasons why leaders considered off-site provision to be the best option for the pupils concerned, and whether leaders have kept that under review whether leaders have made the appropriate checks on the registration status of the provision and how that has influenced their decision to use that provider what safeguarding checks leaders have made and continue to make to ensure that the provision is a safe place for their pupils to attend the extent to which leaders ensure that pupils benefit from a well-planned and sequenced, well-taught, broad and balanced curriculum, the attendance and behaviour of the pupils who attend the provision and how well the provision promotes pupils' personal development.

Kingsmead uses alternative providers who are approved by the Staffordshire authority, this gives a level of assurance on suitability, however it does not negate the need for school based initial checks and ongoing quality assurance and monitoring visits, that must be evidenced in line with the [DfE's offsite provision guidance](#).
[Staffordshire Connects- Listings in Alternative provision](#)

Vulnerable pupils

- Pupils with an EHCP should only be considered for off-site education in very limited circumstances.
- Looked after children are amongst the most vulnerable children and off-site education should only be considered in limited circumstances.
- Pupils who are subject to a Child Protection (CP) or Child in Need (CIN) Plan should only be considered for off-site education in collaboration with other agencies, firstly through consultation with the assigned Social Worker. Any part-time timetable should only be implemented after a Core Group Meeting.

Marking the Attendance Register and attending an approved educational activity

The DfE' school attendance guidance states that an approved educational activity is where a pupil is attending school at which they are registered or taking part in off-site activity such as field trips, educational visits, work experience or unregistered alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in the [Education \(Pupil Registration\) Regulations 2006](#). The activity must be of an educational nature approved by Kingsmead and supervised by someone authorised by the school (Appendix 4). The activity must take place during the session for which the mark is recorded and for pupils of compulsory school age the school must record the nature of the activity.

Appendix 1- Pre-Admission Checklist

Safeguarding

<p>Records of Safeguarding checks The provider should provide written confirmation that appropriate safeguarding checks have been carried out on those working at the establishment. Have we received a letter of assurance?</p>		
<p>Training records Staff have completed Level 1 Safeguarding training.</p>		

Site Safety

<p>Scrutiny of Site There is an effective locked line in place around the site.</p>		
<p>Security arrangements Effective security arrangements are in place for the grounds and buildings including protocols for visitors and children entering and leaving the school site. Safeguarding information is available for visitors.</p>		

Additional Information

Checklist	Notes on agreed process	Date and Signed by school staff
Arrangements made for absence- will Kingsmead contact provider or will provider contact Kingsmead?		
Transport arrangements		
Are the provider OFSTED registered?		
Are the provider accredited by the LA?		
Has the provider been sent emergency contact details for the pupil?		
If education is not full time, please state the rationale for this and what evidence is available to support?		
Who will be completing safe and well checks from the home school? How frequently will these be completed?		
Who will be completing the monitoring visits to assess if the provision meets the student's needs? How frequently will these be completed?		

Appendix 2- OFF SITE EDUCATION FORM

Name			
UPN		<i>Ethnicity</i>	
Date of Birth		<i>Gender</i>	
Year Group		<i>School</i>	
LAC		<i>If yes which LA</i>	
EHA		<i>CIN</i>	
CP		<i>Outside Agencies</i>	
Has the pupil had a Alternative Provision before?		<i>If so- when?</i>	

Name of Parent/Carer	
Name of Head of Year/ Head of School	
Name of Attendance Manager	
Name of Social Worker (If applicable)	
Name of SEN Key worker If applicable)	
Name of Virtual School Rep (If applicable)	
Name of other key adults	

Date of meeting agreeing to off-site education	
Start date	
Number of hours in education per week at off-site location	
Review date	
End date	

OFF SITE PROVIDER

Name of Keyworker/ Lead member of staff	
Name of provider	
Location	
Nature of activity/ education	
Name of Attendance Officer	
Name of DSL	
Name of other key adults who will be working with the pupil	

Appendix 3- CONSENT FORM

(This section is not required if school are directing provision off-site, however all other sections must be completed)

I understand my child has been offered off-site education.
I understand the arrangements for transport and education for my child.

Parent/carer signature.....Date.....

During the period of the off-site education the school will:

- Check on attendance daily with the provider.
- Liaise with the provider about the pupil, weekly as a minimum.

School signature.....Date.....

Other signatures (if required):

SEN Caseworker.....Date.....

Social Worker.....Date.....

Virtual School Rep.....Date.....

Attendance Manager.....Date.....

What is the agreed purpose of the alternative provision?

What is the desired outcome of the alternative provision?

How frequently are monitoring visits scheduled to take place?

Who will be completing these?

Appendix 4- OFF SITE EDUCATION VISIT RECORD

Name of Pupil		
Year Group		
Date of visit		
Time/ Duration of visit		
Purpose of Visit		
Are there any known risks?		Y/N
Details		
Mitigation strategies- How do you plan to reduce any identified risks?		
Risks		Strategies
Progress towards target(s)		
1		
2		
3		
Outcome		
Were there any concerns?		Y/N
Policies checked?		Y/N

Appendix 5- Request for information from Alternative Provider

Dear <INSERT NAME>

In line with KCSIE, 2023 schools are required to obtain written confirmation from alternative providers that appropriate safeguarding checks have been carried out on individuals working at the establishment.

Please could you respond in writing to <INSERT NAME> that the following has been carried out in respect of your staff.

- Identity checks
- All staff working with children have an enhanced DBS Check- including children's barred list information
- Right to work check
- Overseas check (if relevant)
- Professional qualifications check including verification of QTS and completion of induction.
- Prohibition check
- Section 128 check (if relevant)

Please could you provide the names of professionals who will be working with our students.

To support best practices in Safeguarding we would appreciate it if you could also confirm the following in writing:

- All staff have up to date Safeguarding training (Level 1 for Staffordshire)
- All staff have an annual safeguarding update
- At least one member of all interview panels has Safer Recruitment training
- You have a Safeguarding Policy
- You have an Attendance Policy
- You have a Staff Code of Conduct
- You have a Whistleblowing Policy
- You have an Online Safety Policy
- You are compliant with the PREVENT duty
- You have a clear equality objective or statement
- You have a complaints policy

We thank you for your support with ensuring our students remain safe when working with alternative providers.

As part of our processes, we will conduct an initial visit, prior to any placement and regular monitoring visits to include safe and well checks and visits to evaluate how the provision meets our student's needs, in line with KCSIE paragraph 326.

Please return your written confirmation to:

NAME

CONTACT

