



**Alternative Provision**  
**and**  
**Duke of Edinburgh Policy**

### **Aims:**

The Fitzroy Academy aims to create an educational programme for each young person which is bespoke to their current needs. This may include access to Alternative Provision (AP) education where appropriate to allow variety and flexibility. From Year 9, students with an interest may also be offered the opportunity to complete a Duke of Edinburgh award.

The school is committed to ensuring that students are placed in safe, supportive provision where they can learn and excel in line with their EHCP outcomes and/or PEP targets.

### **Alternative Provision Checks**

When setting up an AP for a young person the school will carry out the following checks:

1. DBS certificates of staff
2. Staff qualification certificates, where required
3. Arrangements for ensuring a qualified first aider is always available
4. Safeguarding and child protection procedures
5. Safer recruitment procedures
6. Alternative Provision data sharing policy
7. Risk assessments for activities being carried out
8. Fire certificates and arrangements
9. Procedures for identifying and signing in visitors
10. Quality of activities/teaching and learning
11. Privacy statement for sharing with young people
12. Systems for recording and reporting student progress
13. Insurance documents of alternative provision

In addition, the school will ensure procedures for agreeing the purpose and length of the alternative provision, which must meet the needs of the young person.

Alternative Provision incurs an additional cost and this should always be commensurate with the expected benefits and gains of the provision. Where it is available, the school welcomes additional support from Pupil Premium funding to support this provision.

It is good practice for the school to regularly check in with alternative provision to ensure that all is well with the young person's placement. The school will also carry out further spot checks no less than once a year. The nature of our young people means that they will attend alternative provision with a member of their care staff or a teaching assistant and therefore The Fitzroy Academy has far greater oversight and contact with the Provision than many mainstream schools.

### **One off activities**

Where the school arranges speakers or one-off visits/trips and activities, the above list will be considered as a guide of good practice. However it is understood that these are activities

which occur once, with the full supervision of care staff and/or education staff. It is therefore not necessary to carry out the full set of checks and those organising should refer instead to the school's educational trips and visits policy and the school's visiting speaker policy.

### **Duke of Edinburgh Award**

From year 9 onwards, students are eligible to consider a Duke of Edinburgh award. Providing risk assessments allow, all students will be offered the opportunity to do the D of E award.

**Risk Management:** Individual students are risk assessed according to their IMP (Individual Management Plan) and their presentation within the school environment as well as our experience of them off site. Checks should be made with the care manager, parent and/or therapy team to ensure that the content of any reports or information about the young person has been considered, to inform risk assessment, particularly where the activity involves working with other children. Where it is appropriate, risk management will be discussed with young people so that they too can develop their skills in this important area.

For the expedition element, a group risk assessment will be written for both the training sessions and expeditions, to assess the risk of the individuals in social situations with their peers. The outdoor provider for the expedition will risk assess the outdoor activities being undertaken. The DofE manager will plan training sessions in conjunction with our provider, choosing appropriate locations for the students involved. All personal information regarding the students is held on their IMP which is accessible to leaders in files on the server. Staffing ratios are dependent on each student's IMP as each of our young people have different needs and is therefore on a different staffing ratio.

All offsite visits are logged and records kept in the online trip folder and all records of incidents and accidents are recorded on the school's behaviour log and accident forms.

**Training for D of E staff:** The DofE manager will attend annual network meetings and training updates to remain current with changes as well as accessing online tutorials on eDofE.

**Insurance:** The Fitzroy Academy ensures that it has copies of the provider's public liability insurance and adventure activities licence.

**Finance:** At The Fitzroy Academy DofE Award places are funded with help of pupil premium money where this is available.

**Ensuring safety when completing volunteering or off site activities:** The Duke of Edinburgh guidance on the checks that need to be carried out for voluntary and club activities indicates that it is the parent and young person's responsibility to make sure they are happy with any provision. For those young people who are in care, this responsibility would pass to their social worker and parent depending on their care order. The social worker would expect us to ensure the checks had been completed.

**We are therefore committed to carrying out the following:**

<b>Check to be carried out</b>	<b>Action</b>	<b>Back up plan/action</b>
<b>DBS certificates</b>	If the activity requires the adult to have a DBS then check and record number	If the activity does not normally require a DBS then student to be supervised by carer or TA whilst placed
<b>Adult qualification certificates, where required</b>	If the activity requires the adult to hold specific certificates then check and record these	If the activity does not require specific certificates then check general competency of adult.
<b>Arrangements for ensuring a qualified first aider is always available</b>	If the activity requires the adult to have First Aid then check and record date	If the activity does not normally require a first aid certificate then student to be supervised by carer or TA with first aid qualification
<b>Safeguarding and child protection procedures</b>	Copy of providers safeguarding and child protection policy and procedures to be obtained prior to students accessing provision	If no policy is available, or the policy is out of date and cannot be updated prior to placement, placement does not commence
<b>Safer Recruitment procedures</b>	Copy of providers safer recruitment procedures to be obtained prior to students accessing provision	
<b>Insurance documents</b>	Insurance documents (including public liability and adventure activities licence) to be obtained prior to students accessing provision	In some cases adventure activities licences will not be required (they are required for providers delivering: Caving, Climbing, Trekking, Watersports)
<b>Risk assessments for activities being carried out</b>	School or care setting to carry out risk assessment and share with Provision	
<b>Fire certificates and arrangements</b>	If the setting requires fire certificates then check these and record date	If the setting does not require fire certificates, e.g. outside then include fire procedures within risk assessment
<b>Procedures for identifying and signing in visitors</b>	If the setting requires visitor sign in then check this is in place	If the setting does not require visitor sign in then include risk around public access in risk assessment

**Privacy statement for sharing with young people**

Ask Provision and young person to read and share the privacy policy for D of E activities.

<i>Last Reviewed</i>	<i>August 2023</i>
<i>Next review due</i>	<i>August 2024</i>
<i>Reviewed by</i>	<i>Head Teacher</i>