



The Evolution and Henslow School

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

Aims:

The Henslow and Evolution School aims to create an educational programme for each young person which is bespoke to their current needs. This will include the ability to engage Alternative Provision to allow variety and flexibility. From Year 9 students with an interest may also be offered the opportunity to complete a Duke of Edinburgh qualification.

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 or PEP targets.

Alternative Provision Checks

When setting up an AP for a young person the school will carry out the following checks: (see appendix for template checks form)

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

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 are likely to attend alternative provision with a member of their care staff or a teaching assistant and therefore the Henslow and Evolution School 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 often 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 take part in 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, in order to inform risk assessment, particularly where the activity involves working with 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 school will also risk assess the expedition activities, whichever mode of transport is being used. The DofE manager will plan training sessions, choosing appropriate locations for the students involved. All personal information regarding the students is held on their IMP which is accessible to leaders on Schoolpod (our online recording system). 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. Wherever possible independence will be promoted.

All offsite visits are logged on Schoolpod, this records the details of the activity including accidents or incidents.

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

Insurance: The Evolution and Henslow School has insurance in place for activities providing staff qualifications remain in date. AALA is not required for D of E.

Finance: At Henslow and Evolution School 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. Since our young people are mostly 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.

Where the school uses outdoor education providers checks will be made that certification and qualifications are in place as required.

We are therefore committed to carrying out the following:

Check to be carried out	Action	Back up plan/action
DBS certificates	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
Adult qualification certificates, where required	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.
Arrangements for ensuring a qualified first aider is always available	If the activity requires the adult to have additional outdoor First Aid then check and record date	If the activity does not normally require an outdoor first aid certificate then student to be supervised by adult with first aid qualification
Risk assessments for activities being carried out	School or care setting to carry out risk assessment and share with Provision	
Fire certificates and arrangements	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
Procedures for identifying and signing in visitors	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.	
Covid 19	Procedures in place to minimise risk.	

<i>Last Reviewed</i>	<i>August 2022</i>
<i>Next review due</i>	<i>August 2024</i>
<i>Reviewed by</i>	<i>Head Teacher and D of E Manager</i>

Appendix 1: Alternative providers check form.

Alternative Provider Checked	
Date	
Persons checking	

Spot checks on DBS certificates	
Insurance Documentation	
Spot checks on staff qualification certificates, where required	
Arrangements for ensuring a qualified first aider is always available	
Alternative provider data sharing policy	
Risk assessments for activities being carried out	
Child protection procedures and training	
Fire certificates and arrangements	
Procedures for identifying and signing in visitors	
Quality of activities/teaching and learning	
Privacy statement for sharing with young people	
Systems for recording and reporting student progress	
Covid19 risk assessment	