



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 and/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 and recruitment checks
2. Staff qualification certificates, where required
3. Child Protection and Safeguarding training
4. Arrangements for ensuring a qualified first aider is always available
5. Alternative Provision data sharing policy
6. Risk assessments for activities being carried out
7. Fire certificates and arrangements
8. Procedures for identifying and signing in visitors
9. Quality of activities/teaching and learning
10. Privacy statement for sharing with young people
11. 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.

Updates to the expectations on schools to monitor attendance requires that any alternative provider monitors and provides daily attendance feedback to the school which would alert the school to any non-attendance.

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 have 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 Arbor (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, these records show 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. Any staff leading expedition activities must hold their qualification in that discipline and must have a first aid qualification or someone else with the group must hold first aid.

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.

The HSE have published guidance about health and safety for work experience which is

relevant. [Advice for work experience organisers - HSE](#). In addition, the Department for Education has issued guidance relating to employer's liability for insurance which states that work experience students should be treated as employees for this purpose. Therefore no additional insurance is required where employers liability is already in place. [16 to 19 study programmes guidance: 2025 to 2026 academic year - GOV.UK](#).

KCSiE 2025 provides guidance in relation to work experience which is very similar to volunteering: (KCSiE 332-337)

- The provider should have policies and procedures in place to protect children from harm.
- If a person working with a student (under 16) is unsupervised themselves and in regular contact, then the school could ask the employer to ensure they are not a barred person.
- If a student is 16 or 17 the school can not request a check is carried out.
- If a student 16 or over is volunteering in a setting which means it would be regulated activity, then consideration needs to be given to whether the student will need a DBS check.

We are therefore committed to carrying out the following:

| Check to be carried out | Action | Back up plan/action |
|--|---|--|
| Barred/DBS checks | If the activity requires the adult to have a barred check/DBS then check and record details, confirm recruitment checks in place. | If the activity does not normally require a DBS then student to be supervised by carer or TA whilst placed. |
| Child protection and safeguarding | Ensuring there are trained individuals present and procedure is clear | DSL support from school. |
| 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 a 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 | If the setting requires visitor sign in then check this is in place | If the setting does not require visitor sign in then |

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| signing in visitors | | 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. | |

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| <i>Last Reviewed</i> | <i>August 2025</i> |
| <i>Next review due</i> | <i>August 2027</i> |
| <i>Reviewed by</i> | <i>Head Teacher and D of E Manager</i> |

Appendix 1: Alternative providers check form.

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| Spot checks on DBS certificates | |
| All vetting checks undertaken | |
| Public Liability 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 | |
| Induction process for new students | |
| Quality of activities/teaching and learning | |
| Online safety, filtering and monitoring | |
| Privacy statement for sharing with young people | |
| Loan working policy | |
| Knowledge of inclusive practice | |
| Systems for recording and reporting student progress | |
| Infectious diseases awareness | |
| Daily attendance monitoring arrangements | |