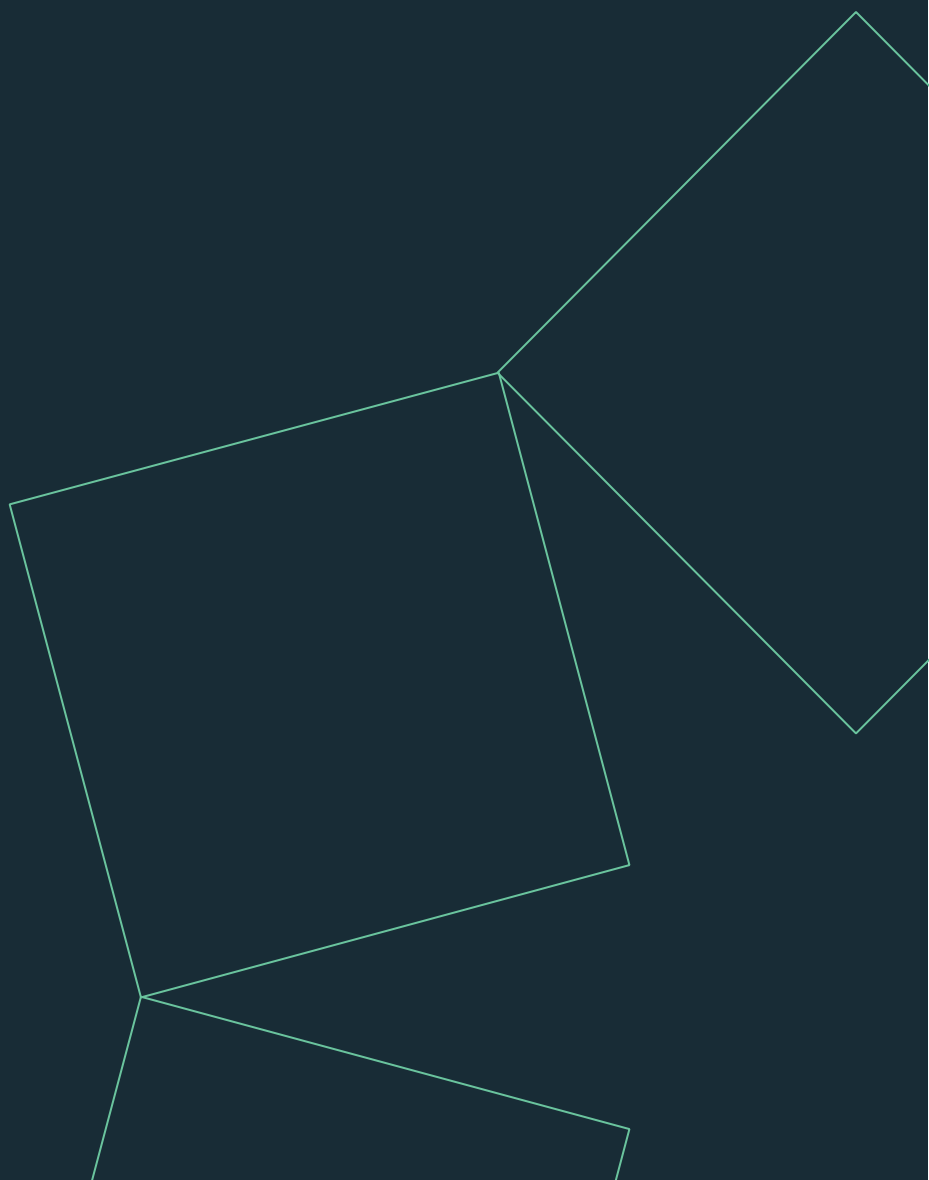




OFG
Education

ALTERNATIVE PROVISION POLICY



ALTERNATIVE PROVISION (AP) POLICY

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Terminology

- “Our teams” and” “team member/s” include everyone working in Outcomes First Group’s settings and services in a paid or unpaid capacity, including employees, consultants, agency staff, trainees and contractors. For Blenheim schools, volunteers are included in this definition.
- “Parents and carers” refer to the person or -people with legal parental responsibility for the child/young person
- “Students” refers to all children and young people being educated and supported at the setting or service

1.0 INTRODUCTION

We are committed to supporting provision and activities for our students that enriches their learning opportunities and enjoyment. This policy outlines the arrangements to keep them safe when attending alternative provision.

2.0 POLICY STATEMENT

We facilitate a range of alternative provision opportunities, including college attendance, horse riding and animal care. Whilst these placements provide life-enhancing opportunities and experiences for our students, they require careful planning, oversight and monitoring. This policy sets out the arrangements for assessing, approving and reviewing alternative provision to ensure students are safeguarded and their welfare remains paramount at all times.

Where a student is placed with an alternative provision (AP) provider, **the school/college continues to be responsible for their safeguarding, and must:**

- be satisfied that the placement meets the needs of the student
- obtain written confirmation that appropriate safeguarding checks have been carried out
- always know where a student is during school/college hours
- review the suitability of AP regularly
- act immediately if a concern emerges

2.1 Policy Framework

This policy has been developed in line with standards contained within current national Safeguarding and Health & Safety legislation and guidance.

Team members must read and implement this policy alongside:

- their setting's **Safeguarding Policy**
- [Working together to safeguard children](#)
- [Keeping children safe in education \(KCSiE\) 2026](#)

Team members should also be aware of the Group's Work Experience Policy, where relevant.

The Headteacher/Principal and governing bodies of schools and colleges must be aware of the DfE's [Alternative Provision](#) Statutory Guidance for local authorities, commissioners and providers of Alternative Provision.

3.0 OUR APPROACH

It is the Group's policy to take all necessary measures to ensure the health, safety and welfare of those we educate and support for and our team members whilst attending alternative provision.

We will achieve this by the following actions:

- Procedures for the approval and control/compliance of alternative provision
- Ensuring the competence of all those involved with the planning and delivery of alternative provision
- Ensuring that planning and risk assessments are carried out for alternative provision;
- Building strong relationships with alternative provision providers;
- Involvement of people – ensuring that full involvement of team members, our children and young people, parents, carers, guardians and contractors in the success of our alternative provision programme.

This policy is communicated to all team members and is subject to regular review. A copy of this policy is available to other interested parties on request.

4.0 ROLES AND RESPONSIBILITIES

Where a student attends alternative provision, for example, college, horse-riding centre etc, the Headteacher/Principal must ensure that the provision has sufficient health and safety and safeguarding arrangements in place and is able to meet the individual's needs.

Any concerns about allegations of child abuse or safeguarding (including unacceptable risk) must be followed up and referred immediately to the Designated Safeguarding Lead (DSL) in accordance with the setting's Safeguarding Policy.

From 1 September 2026, where an adult's role meets the [regulated activity](#) criteria, including the relevant frequency (more than 3 days in a 30-day period), or overnight conditions (between 2am and 6am), the school/college must be satisfied that the adult is not barred from working with children and that appropriate DBS/ safer recruitment assurances have been obtained before attendance at the AP. The school/college must not knowingly allow a barred person to engage in regulated activity with a student.

The Group expects our schools and colleges to seek appropriate safeguarding and suitability assurances for all AP arrangements, including those that do not meet the legal threshold for regulated activity (for example, a one-day placement), where this is proportionate to the nature of the placement, the level of contact with students and the individual student's age, capabilities, needs and vulnerabilities. In some circumstances, this may require a student, or group of students.

Prior to the student attending they must ensure that:

- written confirmation must be obtained from the provider that all appropriate safer recruitment and safeguarding checks have been carried out on relevant adults working with children and young people,.
- an up-to-date liability insurance certificate from the placement must be seen.
- a service level agreement is in place between the school and the provider.
- the alternative provision provider has policies and procedures in place to protect children and young people from harm including:
 - a safeguarding policy that includes clear procedures for reporting concerns, and use of photography including consent arrangements
 - appropriate health and safety procedures, including Fire and Evacuation and First Aid Procedures
- the provider has in place arrangements to notify the school/college immediately of any absences by individual children or young people and any safeguarding concerns.
- a joint risk assessment is completed and signed off by both the school/college and the provider/ placement.
- an Outcomes First Group Team Member has visited the provision/placement to ensure its suitability.

- Written consent is obtained from those with parental responsibility for the child/young person's attendance at the provision.
- the school/college will notify the relevant Local Authority when a student begins attending alternative provision and will provide any information required to support the Local Authority's oversight responsibilities, as appropriate.
- The school/college will complete half-termly quality assurance checks at each alternative provision.

Regional Directors/ Operations Directors will have oversight to ensure alternative provision arrangements are managed safely and effectively in the form of observation on a sampling basis.

Where safeguarding, health and safety, or quality concerns arise regarding an AP provider, the Headteacher/Principal must undertake an immediate risk assessment and determine whether the placement should be suspended pending further investigation. Significant concerns must be reported to the Regional Director and Director of Safeguarding without delay.

5.0 STUDENTS WITH MEDICAL CONDITIONS, INCLUDING ALLERGIES

Students with medical conditions must not be excluded from AP opportunities solely because of their condition.

Before a student attends alternative provision, the school/college must review the student's Individual Healthcare Plan (IHP), Allergy Action Plan (AAP), allergy risk assessment and any other relevant medical information. The Headteacher/Principal must be satisfied that appropriate arrangements are in place to manage the student's medical needs, including access to medication, emergency response procedures, supervision arrangements and communication with the provider. Reasonable adjustments and additional control measures must be implemented where required to enable the student to participate safely and fully. The suitability of the placement must be assessed on an individual basis, taking account of the student's age, needs, capabilities, medical condition, level of independence and the nature of the provision. Students must have immediate access to any prescribed emergency medication throughout their attendance at the alternative provision.

6.0 TRANSPORTATION TO AND FROM ALTERNATIVE PROVISION

The risks posed during transportation of students and team members have been identified as a significant issue and must be considered in the risk assessment. All settings are required to comply fully with the Group's ***Driving at Work Policy*** which classifies vehicle types and clarifies vehicle driving licence and training requirements.

7.0 TRANSITION BACK TO SCHOOL/COLLEGE

Transition arrangements must be in place to ensure the student is supported back into the school/college day and timetable on their return to school/college.

8.0 COMMUNICATION WITH PARENTS/CARERS

Arrangements for alternative provision will be made in communication with the student's parents/carers. If they have any concerns about any aspect of the alternative provision, they should discuss with their child's teacher. If the issue is not resolved, they should contact the Headteacher/Principal.



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