



Safeguarding Policy for Students Undertaking Alternative Provision

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Person responsible for policy: AMW



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A - Principles and Context

Alternative Provision for Key Stages 3 & 4.

Alternative Provision is educational provision for students who are not accessing mainstream education for a variety of reasons.

These are the main reasons for choosing Alternative Provision:

- The student's key talents are not being developed through the national curriculum. Alternative Provision recognises that we are all individuals with different strengths and weaknesses and that mainstream education is not for everyone.
- The student is considered to be at risk of permanent exclusion from school. An Offsite Direction to Alternative Provision is a strategy to avoid permanent exclusion for students and to encourage inclusion in education.
- The student has not been attending school regularly for whatever reason and is therefore unable to access a mainstream curriculum or there are concerns about appropriate outcomes for the student. Alternative Provision offers a different, perhaps more accessible setting with a broader choice of alternatives for students which may encourage attendance. This option may be in collaboration with the Local Authority via the CCAS Panel.
- The student has an EHCP and all stakeholders agree that Alternative Provision would be suitable part of the educational offer.
- The qualifications they receive are nationally recognised and enable progression to further education.

B – List of alternative providers

Alternative provision could take the form of work experience, part time/full time placements or a combination of provision alternative with more than one provider.

Droitwich Spa High School uses a range of Providers of Alternative Education in Droitwich and surrounding areas. These providers offer a range of courses from trade subjects (mechanics, construction, hairdressing, etc.) to specialist areas (business, catering, childcare, fashion, music, drama, and art) to GCSE or key skills classes. Alternative Provision is routinely monitored and evaluated to ensure that it is the best offer for our students.

Education Provider	Contacts
Christopher Whitehead College	Christopher Whitehead Language College & Sixth Form Bromwich Road Worcester WR2 4AF Telephone: 01905 423906 E-mail: office@christopherwhitehead.worcs.sch.uk



Medical Education Team -	Gina DiVito Smith MET Team Lead Worcestershire Children First County Hall, Spetchley Road, Worcester, WR5 2NP. Tel: 01905843518 Email: gdivito-smith@worcschildrenfirst.org.uk
Aspire Academy	The Aspire Academy Bridgwater Road Worcester WR4 9FQ Simon Stevenson : Headteacher Telephone: 01905 455422 E-mail : admin@theaspireacademy.org.uk
Bonterre CIC	Top Barn Farm Holt Heath Worcester WR6 6NH Telephone: Mike Stringer 07734 774250 E-mail : mike@bonterre.co.uk
Access Education	Access Educational Provision South Stand Sixways Stadium Warriors Way Hindlip Worcester WR3 8ZE Directors and DSLs: Lisa Cashmore & Rachael Ginger Contact: 07850195456/ 07470949382 mailto: office@accesseducationalprovision.co.uk
Learner Engagement Team Lead (who direct provision under Section 19)	Kate Turner Learner Engagement Team Lead Worcestershire Children First County Hall, Spetchley Road, Worcester, WR5 2NP. Kturner1@worcestershire.gov.uk
Limitless Learning	
N-able	



C - Safeguarding – an overview

All educational providers understand the health and safety of all students and staff underpins all that they do. Tight safeguarding procedures, adhering to national and local requirements, are embedded in all practice and include: (See Appendix A)

- Disclosure and Barring Service (DBS) checks on all staff – this includes the KCSIE 2025 requirement that AP settings will provide written confirmation that staff working with pupils have had appropriate safeguarding checks completed.
- Essential safeguarding training
- Safe teaching and learning environments.
- Sharing of Information protocols
- Notification of staffing changes - AP providers must provide written confirmation that they will inform the commissioning school of any staff changes that could pose a risk to a child's safety.
- Health care planning to meet individual student need

D - Process of setting up alternative provision

- Some Alternative Provision may be directed through the Learner Engagement Team Lead, Worcestershire Children First, under the team 'Children Who Cannot Access School' (CCAS). Droitwich Spa High School will then perform its Safeguarding duties, liaising and monitoring attendance and progress with families and appropriate professionals on a regular basis. Worcestershire Local Authority also perform their own safeguarding checks before appointing provision.
- Learners referred to off-site alternative provision should be referred on the basis that this provision is more appropriate for them than Droitwich Spa High School can provide.
- Droitwich Spa High School will set up a meeting involving all relevant parties, including parents/carers and others as appropriate.
- A representative from the school will clearly explain to families the reasons why the alternative provision is being offered/directed. If an Offsite Direction to the provision is being put in place to support a student who is at risk of permanent exclusion, this must be clear to parents. The period of time that the Offsite Direction will last must also be discussed in advance.
- The quality of provision and pupil progress will be routinely reviewed, at least half-termly, including exploring opportunities to return to mainstream education, if appropriate.
- If the placement does not appear to be working or if the student is not attending - a formal meeting should be held involving the school, parent/carers, students and any other appropriate person. The meeting will reinforce the expectations of the original agreement while seeking feasible alternatives.
- If a student is permanently excluded from an alternative provision placement, a meeting will be convened between the named mainstream school, alternative provider, and the family to discuss either a return to the child's named school or to identify a further alternative provider.
- A risk assessment will be carried out for vulnerable students who have bespoke alternative provision packages.
- A Service Safeguarding Checklist is completed by the provider (See Appendix A) annually.
- Quality assurance visits will take place once per term.



- A proforma with all Safeguarding contacts at Droitwich Spa High School is sent to the alternative providers. This includes useful contacts and numbers for out of hours concerns. (See Appendix B).
- School will maintain a comprehensive list of students' timetables at the Alternative Provision setting. School will ensure that staff always know where a child placed in AP is located during school hours, including the addresses of any subcontracted or satellite sites.

E – Attendance

- Learners must attend the offsite provision as required and parents/carers must support this. Failure to attend should carry the same consequences as non-attendance at Droitwich Spa High School.
- The school will monitor attendance. The attendance team: Mrs N Moffatt, Mrs L Jacobs and Mrs C Williams will establish contact with the provider on the morning of the student's provision and code Arbor accurately.
- If the student is absent, Droitwich Spa High School will then contact parents and try to resolve the issue to restore attendance. If absence becomes a regular pattern, Droitwich Spa High School will follow the Attendance Policy, making referrals where appropriate.
- Droitwich Spa High School will plan and provide support with the logistical arrangements to reasonable ensure that students can physically access any Alternative Provision. This may involve coordinating with parents/carers, booking a taxi from the Worcestershire Local Authority's approved transportation list, planning a journey on public transport or a 'walk through' of the journey prior to attending the providers.

F – Health and Safety

- For work experience, Droitwich Spa High School sub-contract Education Business Partnership to undertake a Health and Safety check.
- For college placements or other timetabled providers, Service Level Agreements are signed and updated each year. (See appendix A)
- Any Safeguarding concerns will be passed to either the Designated Senior Lead for Safeguarding or Deputy Designated Safeguarding leads (see appendix A for names)

G – Quality Assurance

- Annual contract compliance check agreements with alternative provision establishments includes scrutiny of policy and procedures on safer recruitment, safeguarding (Designated Leads, safeguarding policy, new staff induction, safeguarding training), health and safety, public liability insurance, equality and diversity, deferring and Barring service and complaints procedures (see SLA appendix A).
- Any agreement around alternative provision for a student must be reviewed at least half-termly. The timescales for Offsite Directions to alternative provision should be discussed in advance of the placement commencement.
- Termly review and monitoring is undertaken by Mr Ward: Senior Leader. Student performance is then disseminated to Head of Houses or the Co-Headteachers where appropriate.
- Impact/success will be measured against the targets the students are set in a meeting once per half-term (minimum). Examples of these could include: attendance, behaviour, progress and qualifications.



- The school will, on a termly basis, quality assure the alternative provision that is in place through agreed collegiate observations. Any issues will be raised with the provider and the Senior Leadership Team at Droitwich Spa High School. (See Appendix C)
- If any safeguarding concerns arise regarding an AP placement, it must be immediately reviewed, and potentially terminated if the concerns are not satisfactorily addressed.



Appendix A – Service Safeguarding Checklist

This checklist outlines the health, safety and safeguarding arrangements that must be confirmed by the education providers prior to a student commencing. Please note that we are unable to place a student with you until this form has been completed, signed and returned to us. If you require any further assistance or guidance, please contact lloydaviesg@droitwichspahigh.worcs.sch.uk on 01905 774421.

Organisation		
Address		
Name	Email Address	
Position held	Telephone number	
Nominated contact for compliance with the requirements of health & safety legislation		

The provider should complete the following sections and sign at the end to confirm an accurate record.

Key Policy Area Checklist for Providers – Are these documents in line with current statutory guidelines and cover all the areas below?

Policy Area	YES/NO	Comment
Single Central Register in place		
Safer Recruitment.		
Safeguarding		
Health & Safety		
Equality & Diversity		
Record of Teacher/Tutor Qualifications – trained to Further Education Teacher’s Qualification (England) Regulations 2007 and F.E, Teachers Continuing Professional & Registration (England) Regulations 2007 & LLUK Standards.		
Staff DBS Clearance up to date.		
Complaints Book.		
Allegations Monitoring Recording		
Employers Liability Insurance in place.		
Public Liability certification with a reputable insurance company.		
Record of all individuals who work or have access to the site,		



paid or voluntary and in what capacity they have this access.		
Latest Ofsted Report (where applicable).		
Latest Self-Assessment Report.		

HEALTH, SAFETY AND SAFEGUARDING QUESTIONNAIRE			
	Health and Safety Requirements/issues	YES/NO	Comments
1	Health and Safety Policy (Section 2 of the Health and Safety at Work etc. Act 1974 requires employers of five or more people to have a written health & safety policy statement)		Date:.....
1a	Do you have a written Health & Safety Policy? IF NO PLEASE STATE A REASON	YES/NO	
1b	When was the policy last reviewed?		
1c	Do all staff understand their responsibilities under RIDDOR? Where is your accident book held?	YES/NO	
1d	Are health & safety training updates for relevant staff completed?	YES/NO	
1e	Are checks made to ensure students are not involved in tasks that are prohibited or restricted?	YES/NO	
1f	Do you have processes to ensure the internet safety of young people accessing IT equipment and the internet?	YES/NO	
1g	Do you have the documentation to show that your premises meet Fire Regulations?	YES/NO	
1h	Who is your first aider(s)? Do they hold a current certificate?	YES/NO	
1i	Do you ensure that students are using personal protective equipment that is required?		
2	Safer Recruitment		



2a	Are written professional and character references always taken up before employment commences?	YES/NO	
2b	Are identification and qualification documents checked and verified before employment commences?	YES/NO	
2c	Are Enhanced DBS checks undertaken on all new members of staff irrespective of current DBS clearances?	YES/NO	
2d	Are face to face interviews always carried out by those who will be managing the staff before employment commences?	YES/NO	
2e	Is previous employment history checked and any gaps anomalies fully investigated and explained satisfactorily before employment commences?	YES/NO	
2f	What is the name of the person responsible for maintaining your Single Central Register? Please give their email address.		
3	Training/Induction		
3a	Do you have a policy regarding health & safety training for people working in your organisation, including use of vehicles, plant & equipment?	YES/NO	
3b	Will students be provided with a full induction on their first day including all necessary health and safety training, fire evacuation and workstation assessment if /where applicable?	YES/NO	
4	Employer and Public Liability Insurance		
4a	Please attach a copy of your current certificate(s) of Employer and Public Liability Insurance to this form or a confirmation letter from your insurance broker confirming details of which Employer and Public Liability Insurance Policies are in force and the period of cover. (The indemnity limits expected for		



	such insurance should be, in general, at least 5 million).		
5	Risk Assessment Risk assessment is a legal requirement for all employers, and if you employ five or more people, you must record the significant findings of the assessment.		
5a	Will any student at your premises or otherwise under your control be covered by a: a) Generic risk assessment and/or b) Specific risk assessment?	YES/NO	
5b	Do you complete a risk assessment for school age students working in a post-16 environment? Is this readily available upon request to the school? (ideally on your website)?	YES/NO YES/NO	
5c	Will these require to be reviewed? If no please state reason.	YES/NO	
6	Accidents and Incidents		
6a	Is there a formal procedure for reporting and recording accidents and incidents in accordance with RIDDOR and other legislation?	YES/NO	
6b	Do you have procedures to be followed in the event of serious and imminent danger to people at work in your undertaking?	YES/NO	
6c	Will you report all recorded accidents involving students to the school?	YES/NO	
6d	Will you report to the school any sickness involving students, which may be attributable to the work?	YES/NO	
7	Contact Person Will the student be made aware of suitable contact persons within the organisation relating to issues of: a) Health and Safety (as above) b) Diversity and Equality?	YES/NO	



8	Safeguarding		
8a	Will all adults who have direct contact with the students hold a current DBS and all ID and DBS been checked prior to employment?	YES/NO	
8b	Do you have a policy for protecting children or vulnerable adults/adults in vulnerable situations? If YES please attach a copy.	YES/NO	
8c	Do you have a Dedicated Safeguarding Lead? If YES please provide contact details.	YES/NO	Date of training:
8d	<ul style="list-style-type: none"> Please give date of training. 	YES/NO	
8e	Will all adults who have direct contact with the students be 'Prevent' aware?	YES/NO	
8f	How regularly do all staff undertake safeguarding training?	YES/NO	
8g	Do staff know whom to inform of intermittent or poor attendance?	YES/NO	
8h	Are staff aware how to report a student absconding during the day?	YES/NO	
	Are all staff aware that they should not allow students to leave the site with anyone, even parents unless pre-arranged with DSHS?		
	Please sign to confirm that you have read and understood the 'Safeguarding procedures for DSHS students when experiencing a Diverse Curriculum' sheet enclosed with this document.		Signed:
9	Lone Working/Indirect Supervision (where applicable)		
9a	Will the placement involve the students undertaking any Lone Working? (This means either working alone on a one to	YES/NO	



	one basis e.g. working under indirect supervision). If YES, please give brief details.		
10	Students with Special Educational Needs and Disabilities		
10a	Do you have a log of individual learning profiles for each learner? E.g. IEP's.	YES/NO	
10b	Do staff know where this is kept and how to access it so that they have an understanding of each student's individual needs?	YES/NO	
<p>I/We confirm that we will treat the students as a members of our organisation and that we will:</p> <ul style="list-style-type: none">• Comply with health and safety legislation.• Resolve health and safety issues with the student (s) promptly. <p>I/We confirm that we will provide the students with full and clear induction to the organisation and its procedures, including:</p> <ul style="list-style-type: none">• Relevant risk assessments and health and safety arrangements.• Fire precautions and emergency evacuation arrangements.• How to report accidents, incidents and unsafe conditions.• First aid arrangements.• Appropriate training and supervision.• Who the Designated Safeguarding Lead is. <p>I/We confirm that in cases of accidents and incidents involving a student or breaches of discipline by a student, we will advise and consult the school immediately.</p> <p>Learning Provider (please sign – See note below)</p> <p>The above statements are true to the best of my knowledge and belief.</p> <p>Signature: Print name:</p> <p>Job title: Date:</p> <p>NOTE: The signatory of the host organisation must have the necessary seniority and authority to commit formally the host organisation or entity to the terms of this agreement.</p>			



Appendix B – Safeguarding Advice and Guidance

Safeguarding procedures for Droitwich Spa High School students when experiencing a Diverse Curriculum

Safeguarding is very important and it is everybody's responsibility to keep children safe.

Should you experience any Safeguarding concerns with our students, no matter how insignificant, please call the Designated Safeguarding Lead/s below in this order.

Assistant Headteacher - Designated Safeguarding Lead (DSL): Mr Jamie Broughton

Tel: 01905 774421

Email: broughtonjd@droitwichspahigh.worcs.sch.uk

Co-Headteacher DSL: Mrs Gemma Lloyd-Davies

Tel: 01905 774421

Email: lloydaviesg@droitwichspahigh.worcs.sch.uk

Co-Headteacher DSL: Mrs Claire Moss

Tel: 01905 774421

Email: mosscc@droitwichspahigh.worcs.sch.uk

Senior Leader: Mr Andrew Ward

Tel: 01905 774421

Email: wardam@droitwichspahigh.worcs.sch.uk

6th Form Pastoral Manager: Mr Edward Rollit

Tel: 01905 774421

Email: Rollite@droitwichspahigh.worcs.sch.uk

Wellbeing and Pastoral Support Officer: Mrs Laura Proust

Tel: 01905 774421

Email: ProustL@droitwichspahigh.worcs.sch.uk

Droitwich Spa High School Safeguarding Governor: Mrs Karen Moore

Tel: 01905 774421

Email: MooreKE@droitwichspahigh.worcs.sch.uk

In the event that the student causing concern falls out of school hours, please call (in this order) –

1. Mr Jamie Broughton – Assistant Headteacher – Head of Student Welfare - 01905 774421 or 07850 826140.
2. Mrs Gemma Lloyd Davies or Mrs Claire Moss – Co-Headteachers – 01905 774421



Should you require further details of our Safeguarding and Child Protection procedures, please refer to our DSHS Safeguarding policy is available on our website -

(<https://public.droitwichspahigh.worcs.sch.uk/School%20Policies/DSHS%20Safeguarding%20Children%20Policy.pdf>).

Useful contacts

Children's Services Family Front Door (FFD) Tel: 01905 822666 Email: childrensteam@worcestershire.gov.uk	Emergency Duty Team (EDT) – out of office hours Tel: 01905 768020
Community Social Work Team Tel: 01905 846057	Local Authority Designated Officer: Jon Hancock & James Borland Tel: 01905 846221 Email: lado@worcestershire.gcsx
Education Adviser – Safeguarding: Denise Hannibal Tel: 01905 844436 Email: dhannibal@worcestershire.gov.uk	Police – Prevent team: Paul Kinsella Tel: 01905 768054 Email: pkinsella@worcestershire.gov.uk



Appendix C
AP Quality Assurance Checklist

AP provider:

Visited completed on:

Visit completed by:

Key actions	Yes or No?	Evidence/Comments
An up to date Health and Safety policy is in place and accessible to all staff, young people, parents/carers and visitors. There is a designated person who is held ultimately responsible for health and safety.		
Robust risk assessments have been carried out to identify significant risks on site and for off-site visits, transport etc (including risks to children, young people and adults)		
Children and young people are appropriately supervised at all times.		
Check whether staff at the alternative provider have had the appropriate checks, for example Disclosure and Barring Service (DBS) checks, up to date single central record, Volunteers are suitably vetted and recorded on the SCR.		
Safeguarding and Child Protection policies are in place and up to date with the most recent statutory guidance, 'Keeping Children Safe in Education' (KCSIE). These are easily accessible. Students are confident that they know who to report safeguarding concerns to.		
The alternative provider shares information about social networking, the use of social media and e-safety, making expectations clear.		



<p>An anti-bullying policy in place, which is easily accessible.</p> <p>Students and parents are signposted to early help destinations for a variety of needs and support.</p>		
<p>The alternative provider ensures there are opportunities within the curriculum for all learners to learn the knowledge, skills and attitudes to help them to manage relationships, keep safe and to develop personally e.g. PSHE curriculum (personal, social, health and economic education).</p>		
<p>The alternative provider has robust system to monitor and action attendance issues, with specific plans for vulnerable students.</p> <p>Evidence shows improved attendance over time for individuals and a reduction in persistent absence</p>		
<p>School has checked that AP follows effective safeguarding procedures including ensuring access to the site is restricted to registered pupils and the organisations own staff, visitors and volunteers are recorded appropriately and any checks made as required.</p>		
<p><u>Signed (AP Provider):</u></p> <p><u>Signed (Droitwich Spa High School):</u></p>		