



Schools have a power to direct a pupil off-site for education to improve behaviour. Sheffield Local Authority oversees & maintains the Alternative Provision Network (APN) to support schools by offering the following programmes:

- **Primary Alternative Provision (AP):** placements of up to a term for primary students at risk of exclusion
- **Re-engagement AP:** 1-2 days per week for up to a term for Key Stage 3 & 4 students
- **Blended Learning:** a 24/7 online learning resource to re-engage students to learn
- **Progressions AP:** long term placements with one or more providers for KS4 students (including 'Fair Access')

Alternative provision should identify & meet the needs of the student to overcome barriers to attainment and improve motivation, self-confidence, attendance & engagement.

Responsibility for the alternative provision used rests with the referring school or college for **ALL** pupil's on their roll.

Many of these students will be vulnerable & all will require good safeguarding practices to be in place.

Supporting students - school should:

Focus on the early assessment & identification of any issues or barriers for the student.

Personalised plans:

- The nature, objectives & timescales of the intervention should be agreed, clearly defined, recorded, monitored and shared appropriately
- Pupil progress should be regularly reviewed including frequent visits to the provider
- Where reintegration to the school is an objective, there should be an assessment of when the pupil is ready to return and an appropriate package of support provided by the school to assist their reintegration
- Should be linked to other relevant information e.g. 'Education, Health & Care Plans' for children with [Special Educational Needs and Disability](#)

All students should have a regular opportunity to talk to someone from the school or college about their placement & any issues that concern them, in a safe, private and comfortable environment.

All providers must have safeguarding policies & processes which as a minimum should have:

- A robust process for **all** staff, Managers & the Designated Safeguarding Lead to record all discussions and actions about safeguarding concerns for students
- A secure, individual safeguarding file which includes all information & actions for each student where safeguarding issues have been identified

An **immediate** process for:

- Staff to pass on all safeguarding concerns about a student to their Designated Safeguarding Lead/Deputy (DSL/D) or Provider Manager
- The DSL/D or Manager to refer **all** concerns about a student at risk of significant harm, to Children's Social Care **immediately**
- The DSL/D or Manager to share all concerns with the DSL/D at the school and record that this has been done
- Referring any child or young person not on school roll to the **Children Missing from Education Team** tel.: **2736462** (see [Children Missing from Education, Sept 16](#))

Safeguarding students over 18 years old:

People who are over the age of 18 who have safeguarding issues are called '[vulnerable adults](#)'.

- Safeguarding issues for students over 18 should be discussed with the school DSL/D
- Safeguarding issues for other adults, e.g. a student's parents or carers, must be discussed with:

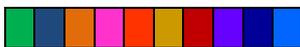
[Adult Access Team](#) tel. 2734908, or

[Safeguarding Adults Office](#), tel. 2736870

If a school sets up an independent contract with a training provider it is the schools responsibility to ensure it is:

- Of good quality
- Registered where appropriate
- Delivered by high quality staff with suitable training, experience and safeguarding checks in line with DfE regulations.

For further information contact the Local Authority Progression Team, Service Manager Alternative Provision: emma.beal@sheffield.gov.uk



The school or college should ensure that:

- All students considered for alternative provision referrals should be discussed with the Designated Safeguarding Lead/Deputy (DSL/D) prior to referral to establish if the student had or has any safeguarding needs and if the placement is suitable
- Their DSL/D has shared all **appropriate** safeguarding information about the student with the DSL and parents or carers before the placement begins
- The provider setting and student is visited regularly by staff who have received appropriate safeguarding training and are aware of the safeguarding needs of the student
- The staff member(s) accompanying primary school pupils must have had appropriate safeguarding training and be aware of the pupils safeguarding needs
- Where safeguarding concerns are raised before or during the placement, visits should be more frequent and all concerns and actions followed up appropriately
- The student has a regular opportunity to talk privately to school staff about their placement & any issues that concern them
- Pastoral support is provided to all students on placement as needed
- All students on the school roll are supported to feel part of the school whether they attend the school regularly or not
- Daily checks of student attendance at the provider are made through the online register and concerns followed up

The school & the provider should:

- Have an up-to-date safeguarding children policy that staff can access & easily understand
- Provide Sheffield Safeguarding Children Board approved training for staff every 3 years
- Have regular internal staff safeguarding briefings from their DSL/D's
- Ensure good safeguarding communication between the DSL/D's for both settings throughout the placement period with agreed appropriate mechanisms of challenge
- Ensure all documentation and recording follows data protection guidance, is jargon free and addresses all special educational needs, literacy & safeguarding issues

The Local Authority through the Progressions Team should ensure that:

- All contractual requirements concerning safeguarding policies, training and recruitment are complied with by the provider
- **All provider staff** have access to Basic Safeguarding Children in Education training every 3 years
- A Designated Safeguarding Lead (DSL) is appointed from the provider management team & has access to regular advanced training
- Staff receive regular briefings about general safeguarding issues from the DSL
- The Provider Manager or DSL will share safeguarding information with their staff **only** on a '**need to know**' basis

Alternative provision to improve behaviour:

Governing bodies of maintained schools can direct a pupil off-site for education to improve their behaviour. They must ensure that:

- parents are given clear information about the placement and how it will be reviewed
- the local authority (where the pupil has a statement of special educational needs) is given clear information about the placement
- the placement is regularly reviewed and parents are involved
- Issues about attendance are discussed immediately with the school the pupil is on roll with and shared with the school DSL/D

Although this does not apply to Academies, it can provide an example of good practice.

Useful resources:

- [Keeping Children Safe in Education, DfE 2016](#)
- [Working Together to Safeguard Children, DfE 15](#)
- [Sheffield City Council Policy about Adult Abuse](#)
- [Special Educational Needs and Disability \(SEND\), DfE](#)
- [Alternative Provision, DfE 13](#)

Other useful documents on the Safeguarding Sheffield Children website, education settings:

- Work & Study Placements
- Abuse of Trust
- Allegations of Abuse against Staff & Volunteers
- Behaviour Guidelines
- Educational Visits
- Vetting, Barring and Recruitment