

# Children's Support Service Alternative Education Policy and Service Level Agreement

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Updated – September 2023 (Revised February 2024)

Ratified by the Management Committee

Review date – July 2024

Alternative Education Provider:

Date:

## 1. Purpose of Document

This document serves as an Alternative Education Policy and represents an agreement between the CSS and the Alternative Education Provider.

Therefore, the document aims to:

- Define the roles, expectations and responsibilities of CSS and the Alternative Educational Provider.
- Define the pastoral care and safeguarding responsibilities for CSS and the Alternative Educational Provider.

As such, each Alternative Education Provider commissioned by CSS will sign a copy of this policy, which acts as a Service Level Agreement annually. Please see Appendix I.

## 2. Rational

In order to meet the needs of some of our pupils, CSS may commission Alternative Educational Providers to provide education, support or mentoring for them. The aim of the Alternative Education could be to provide an education experience CSS cannot, to allow the pupil to gain a specific qualification or accreditation, to try to re-engage the pupil in education or to reduce the risk of exclusion. Whatever the case CSS only sets up Alternative Education for a young person if it is in their best interest and CSS will always provide the majority of the pupil's provision. CSS will only use Alternative Provisions included or applying to be included within the Essex Local Authority Recommended Alternative Provision Directory which can be found through the link below and ensures all LA guidance is followed:

[Education Access - Alternative Provision Directory \(essex.gov.uk\)](https://www.essex.gov.uk/education-access-alternative-provision-directory)

## 3. Expectations

Alternative Providers will:

- Provide a structured programme with clear aims and objectives, which where appropriate leads to a nationally recognised qualification or accreditation.
- Provide the pupil and CSS with all relevant programme details i.e. term dates, contacts, timetables, etc.
- Provide (where appropriate) an induction programme including Health and Safety and Behavioural expectations.
- Provide tools, equipment and materials for practical and classroom based tasks and personal safety equipment required for all practical work. Where appropriate provide the necessary training.
- Employ staff with relevant teaching and vocational experience and ensure that safeguarding regulations are adhered to and ensure satisfactory checks are undertaken on staff with regards to:
  - Enhanced DBS Check



- DBS Children's Barred List
  - Right to Work in the UK
  - Proof of Identity
  - Further checks on Individuals who have worked or lived abroad
  - Qualifications relevant to the role
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- Collect and supply the necessary data for audit requirements, e.g. attendance register for am/pm sessions.
  - Discuss progress with the pupils and where appropriate attend professional's meetings for the pupil.
  - Carry out appropriate risk assessments by qualified staff on the provision they provide at designated time intervals.
  - Provide pupils with a lunchtime (where appropriate) and ensure that lunch and break time procedures and safeguarding are in place.
  - Only work with identified pupils **on roll at CSS**
  - If transporting pupils, only take them to **agreed destinations** i.e. do not stop at other destination (e.g. food outlets) on the journey - unless agreed as part of the intervention
  - Do not purchase food items for pupils, unless agreed as part of the intervention, or agreed in advance - and ensure all food allergies are known and recorded
  - Provide CSS with prompt daily attendance

#### CSS will:

- Name key members of CSS staff to act as a key contact to work effectively with the Provider to support the aims and objectives of the provision and visit the pupil at least once per half term.
- Identify and select appropriate pupils to attend the provision in line with its aims and objectives.
- Complete all relevant referral documentation required by the Provider.
- Ensure students attend any interviews and pre-programme tasters or familiarisation.
- Take action to follow up non-attendees after notification of absence and report back to the Provider.
- Work with the Provider to support pupils to achieve their potential.
- Notify the Provider of any significant change of circumstance involving the pupils or details likely to affect programme delivery.
- Attend regular meetings (at least each half term) to monitor all progress, safeguarding and attendance.

#### 4. Pastoral Care and Safeguarding

The Alternative Education Provider will ensure that it has in place all policies and documents required by law and that they are of high quality, are in place and are followed.

CSS expects to be notified of any safeguarding concerns immediately.

These should include:

- Safeguarding Policy
- Anti-Bullying Policy
- Data Protection Policy
- Equal Opportunity Policy
- Staff discipline, conduct and grievance Policies
- Attendance Policy
- Health and Safety Policy

Additional documents also required by the Alternative Provider:

- Written statement of behaviour principles
- Central record of recruitment and vetting checks of staff including DBS
- Premises management documents
- Statement of procedures for dealing with allegations of abuse against staff

### **Attendance**

The Alternative Provider is expected to:

- Record all pupils' attendance so that it is available for reporting processes.
- Send an attendance register **within 30 minutes** of the start time of the provision.
- Contact CSS (and parent/carer if it is in the Providers policy to do so) within 30 minutes of a pupil's absence.
- Contact CSS (and parent/carer if it is in the Providers policy to do so) if a pupil is not accounted for i.e. has not returned from lunch, within 30 minutes.

CSS is expected to:

- Allocate a key member of staff for reporting absences to.
- Notify the provider in advance of any pupil known absences.
- Notify the provider of any pupil information that may affect pupil attendance.
- Contact the Provider if an attendance register has not been received within 30 minutes of the pupil's start time.

## **5. Reporting**

It is expected that the Provider provides a written progress report on each pupil termly which includes information on:

- Progress towards their qualification or targets
- Attendance
- Attitude to Learning
- Behaviour

In addition, the Providers are expected to contact CSS regarding any pupil whose behaviour, welfare or progress, is causing concern.

It is expected that CSS will:

- Provide in writing, prior to the beginning of the programme, relevant reports to enable the provision to meet the needs of the pupil. This would include information on medical and special educational needs and requirements and include information from the pupils EHCP or statement where relevant.

## **6. Quality Assurance**

The Provider is expected to have in place robust self-evaluation processes to ensure the service it provides is of high quality and be responsible for all pupils on their site or who are undertaking activities arranged or agreed by them.

## **7. Funding**

CSS will commission the Alternative Educational provider and therefore pay them according to the agreed funding arrangement made between CSS and the Provider.

The Alternative Education Provision will invoice CSS for the agreed amount by an agreed date/time period.

## **8. Insurance**

The Alternative Education Provider will have insurance for pupils whilst on Providers premises or undertaking any activities organised by the Providers and ensure that injury or loss insurance covers pupils under 16 years of age, with a minimum cover of £10m.

## **9. Transport**

Transport to and from the Alternative Provider will be agreed by CSS and the Provider.

## **10. Data Protection**

The Alternative Education Provider will comply with all relevant information legislation including but not limited to the Data Protection Act 2018, the General Data Protection Regulation 2016 and the Human Rights Act 1998. The Alternative Education Provider will maintain the confidentiality, integrity and availability of information held and shall ensure that it provides technical and policy coverage of security to information

The Provider will complete the G7 Suppliers Security Questionnaire

## **11. Finance**

The Provider will supply CSS with their VAT Registration Number or where, not registered for VAT their UTR number or Company Register number.



**Appendix I**

**Service Level Agreement between CSS and the commissioned Alternative Education Provider:**

CSS:

I agree to follow the agreement set out in this policy:

Staff Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Alternative Education Provider:**

I agree to follow the agreement set out in this policy:

Name of Alternative Education Provision: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Alternative Education Provider Safeguarding Lead:**

I agree to follow the agreement set out in this policy:

Staff Name: \_\_\_\_\_

Staff Position: \_\_\_\_\_

Copy of Safeguarding Policy received: \_\_\_\_\_

Date: \_\_\_\_\_