

**"MAKING REMARKABLE
CHANGE HAPPEN"**



Offsite Alternative Provision (AP) pre visit check list

To be completed annually by the first trust school placing a pupil at the AP and added to the central AP folder. Schools are required to demonstrate that they have robust arrangements in place to monitor and quality-assure any alternative provision placements made.

Name of AP :

ETHICAL
LEADERSHIP

INCLUSION

EXCELLENT
COMMUNICATION

ENDLESS
AMBITION

STRONG
RELATIONSHIPS

BELIEF IN
SUCCESS
FOR ALL

SAFEGUARDING			
	Yes	No	Comment
Is the provision on the Local Authority's Alternative Provision list? (This does not replace a school's duty to make its own checks regarding each Provision.)	✓		
If the AP is on the Local Authority's recommended list has a copy of the most recent Quality Assurance visit by the LA been requested (for information only)?		✓	
Is a recent 'Good' or 'Outstanding' Ofsted Report available where applicable?			NA
Is an institution which should be registered as an independent school (four or more students or one with a statement/EHC Plan on roll full time) registered and not operating illegally?		✓	
	Yes	No	Comment
Which of the following checks were carried out prior to placement?			
Has written confirmation been provided from the AP that appropriate safeguarding checks have been carried out on individuals working at the establishment.	✓		
Staff and Volunteer Record – Single central record of qualifications, recruitment and vetting checks	✓		
Insurance Certificates (see details below)	✓		
Core Risk Assessments	✓		
Admissions Policy and Procedures	✓		
Attendance Policy and Procedures	✓		
Health and Safety Policy	✓		
Educational Visits and Outings Policy and Procedures	✓		NA
Code of Conduct and Behaviour Policy (to include drugs policy and anti-bullying policies)	✓		
Data Protection Policy and Procedures	✓		
Equality information and objectives (Public Sector Equality Duty) statement for publication	✓		
Child Protection Policy and Procedures	✓		

Statement of procedures for dealing with allegations of abuse against staff	<input checked="" type="checkbox"/>	
Sex and Relationships Education Policy	<input checked="" type="checkbox"/>	
Complaints Procedure Statement	<input checked="" type="checkbox"/>	
Other – specify		

Insurance

Recommended Levels of Insurance Cover

Public Liability insurance for a minimum of five million pounds sterling (£5,000,000) in respect of any one act or occurrence or series of acts or occurrences in any one year

Employer's Liability insurance for a minimum of ten million pounds

sterling (£10,000,000) in respect of any one act or occurrence or series of acts or occurrences in any one year;

The onus is on the Service Provider to ensure that its insurance policies are always adequate to cover eventualities pertaining to its business, but the school also holds a responsibility to pupils placed there.

	Yes	No	Comment
Public Liability insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Employer's Liability insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Quality of provision	Yes	No	Comment
The premises are fit for purpose			NA
Equality and Diversity has been considered e.g. provision of toilets, is there a uniform?			NA
The DSL is trained and has ongoing training	Yes		
Staff are aware of the processes if they have concerns about other staff	Yes		
Health and safety arrangements are of an appropriate standard	Yes		
Teaching and learning is of a high standard	Yes		
Suitable resources and teaching materials are available	Yes		
Behaviour management is strong	Yes		
Attendance recording and reporting are robust	Yes		
The provision can evidence a robust approach to concerns raised	Yes		
Tracking and reporting on progress is robust	Yes		
Due attention is paid to reintegration or progression to post-16 pathways	Yes		

Supporting documentation in place	Yes	No	Comment
Service Level Agreement	Yes		
Protocol for monitoring pupil progress and outcomes and quality of provision	Yes		
Review calendar for monitoring pupil progress and outcomes and quality of provision	Yes		
Effective communication protocol	Yes		
Other – specify			

Date:

Name of person completing:

**Daniel Ian
Demarmels**

Role: **CEO**

School: **Enlai International
LTD. Trading As:
Purple Ruler**

Signature:



Offsite Alternative Provision (AP), pre visit check list

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Check	Completed	Where is the evidence, e.g. CPOMS?
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

Name of AP: 

Date:

Name of person completing: *J. Whitehead*

Role: *F.L.O*

Signature



[Type here]



"MAKING REMARKABLE CHANGE HAPPEN"



Offsite Alternative Provision (AP) pupil specific check list

To be completed for every pupil by the school placing them in the AP.

Name of AP:

Name of pupil:

	Yes	No	Comment
The commissioned course meets the educational and SEMH needs of the pupil			
Suitable accreditation and other outcomes are on offer			
There is an education plan for the pupil			
Formal agreement from the parent(s) for the arrangement			

Date:

Name of person completing:

Role:

Signature:



