



## Moat Farm Junior School

### Alternative Provision Policy 22-23

If a pupil from Moat Farm Junior School is to be referred to an alternative education provider either on a temporary or permanent basis the following safeguarding checks must take place:

#### Before the placement:

- The DSL or DDSL must carry out a site visit to the alternative provision.
- The safeguarding and health and safety policies for the provision must be reviewed and deemed acceptable by the DSL/DDSL.
- The DSL / DDSL and safeguarding lead for the alternative provision must be made known to MFJS staff.
- A safeguarding / pastoral information sharing meeting about each pupil must take place prior to the start of any placement.
- An induction meeting for parents / guardians and pupils must take place to set out expectations.
- Time frames for the placement and agreed start and end time of the day and days in attendance must be clarified.
- The provider and the school must agree in advance attendance codes to be used and who is responsible for the pupil's attendance if they are absent from the provision.

#### During the placement:

- MFJS will contact the provider each day to determine if the pupil is in attendance, any absences must be chased by either MFJS or the provider as set out in the induction.
- The pupil must not attend MFJS for any reason other than set out by the head teacher for the duration of the placement.
- It is not the responsibility of MFJS to provide transport to any provision.
- A member of MFJS staff will regularly visit the pupil at the alternative provision to monitor progress.
- A member of the MFJS safeguarding team will request a weekly safeguarding update.

#### After the placement:

- If a pupil is returning to MFJS a re-integration meeting must take place first.
- The DSL or DDSL from the alternative provision will do a safeguarding handover with a member of MFJS safeguarding team.
- If a pupil is to move to another mainstream school from the alternative provision, a member of MFJS safeguarding team will contact the school and complete a safeguarding handover.

Latest Review date: Nov 2022

Next Review Date: Nov 2023

