# **01Guidance for users**

# **Unregulated Alternative Provision templates**

These templates have been produced collaboratively with the local authority, school and unregulated provision colleagues.

The aim in producing the templates is to:

* Provide guidance to schools/commissioners who are unused to arranging off-site provision
* Provide a consistent approach for AP providers and schools/commissioners
* Ensure that appropriate checks are made relevant to statutory guidance
* Ensure that schools/commissioners understand their responsibilities when commissioning unregulated alternative provision
* As far as possible, ensure the safeguarding of all young people accessing unregulated alternative provision

The templates have all been created in Word documents so that they can be edited by schools/commissioners/unregulated Alternative Provision settings as necessary. The documents have been numbered deliberately so that they are electronically stored in the order in which they should be used. **All settings are responsible** for ensuring that their own General Data Protection Regulation [GDPR] policies are followed if using these documents.

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| **Form title** | **Use and guidance** |
| **02Pre-placement visit record** | This checklist is designed to be used pre-placement. New placements **should not be agreed without an initial visit** taking place. If a school seeks to place more than 1 young person at the same AP setting within the school year, only 1 pre-placement visit may be required. However, pre-placement checks are advised on at least an annual basis.  Schools/commissioners are responsible for carrying out their own checks and must ensure the safeguarding of all placements  Schools/commissioners may adapt the checklist to comply with internal policies if required.  Schools are reminded to check the **Ofsted** inspection handbook paragraphs relevant to Alternative Provision placements, as shared in the Norfolk County Council Unregulated Alternative Provision Directory [2021 NCC Unregulated Alternative Provision Directory.pdf (norfolk.gov.uk)](file:///\\norfolk.gov.uk\nccdfs1\SHARED-CSPDC\Education%20Quality%20Assurance%20&%20Intervention%20Service\Alternative%20Provision\Norfolk%20directory\2021%20NCC%20Unregulated%20Alternative%20Provision%20Directory.pdf) |
| **03Initial Referral and Admissions** | This form is divided into 2 parts. Section A is an initial referral form, to be sent to the Alternative Provision before any placement has been agreed. Section B should only be completed once a placement has been agreed. Section B also contains a Risk Assessment.  Where relevant, there are notes in italics to guide completion of the form. These can be deleted on completion.  Schools are reminded to check the **Ofsted** inspection handbook paragraphs relevant to Alternative Provision placements, as shared in the Norfolk County Council Unregulated Alternative Provision Directory [2021 NCC Unregulated Alternative Provision Directory.pdf (norfolk.gov.uk)](file:///\\norfolk.gov.uk\nccdfs1\SHARED-CSPDC\Education%20Quality%20Assurance%20&%20Intervention%20Service\Alternative%20Provision\Norfolk%20directory\2021%20NCC%20Unregulated%20Alternative%20Provision%20Directory.pdf) |
| **04Pre-placement baseline** | This document provides links to potential baseline assessments for SEMH and/or well-being.  As these are protected by copyright, the forms for these organisations have not been adapted. Schools/commissioners can access some of the assessments free of charge (though an initial registration may be required).  Schools/commissioners may already have an in-house system for measuring and tracking social/emotional development; these can of course be used. |
| **05Learner Code of Conduct agreement** | This form should be completed prior to a placement starting. It can be adapted to suit the AP setting or school’s or commissioner’s own Behaviour Policy. |
| **06Alternative Provision Progress visit record** | Schools/commissioners should be carrying out visits to the young person(s) during the placement. On occasion, these should be unannounced.  Schools/commissioners may attach evidence to progress reports, e.g., copies of certificates, photographs of work achieved etc. These may then contribute to an EHCP review or PEP, for example.  Schools are reminded to check the **Ofsted** inspection handbook paragraphs relevant to Alternative Provision placements, as shared in the Norfolk County Council Unregulated Alternative Provision Directory [2021 NCC Unregulated Alternative Provision Directory.pdf (norfolk.gov.uk)](file:///\\norfolk.gov.uk\nccdfs1\SHARED-CSPDC\Education%20Quality%20Assurance%20&%20Intervention%20Service\Alternative%20Provision\Norfolk%20directory\2021%20NCC%20Unregulated%20Alternative%20Provision%20Directory.pdf) |
| **07Mid/End of placement evaluation** | Schools/commissioners may use this form to carry out mid-placement and end of placement evaluations. Mid-placement evaluations may be completed during a progress visit (see **06Alternative Provision Progress visit record).** |