



# Off-site Provision Policy Statement 2020 - 2021

Date of review	October 2020
Date approved by Executive Headteacher	
Date Approved by Management Committee	
Signature of Chair of Management Committee	
Date of next review	September 2021

**Note: the PRU operates with a Management Committee as its governing body. For all references to Governing Body and Governors in this document the duties and responsibilities will be carried out by the PRU Management Committee and its members.**

## **Principles**

The Governors and Staff of Central Hub Brighton seek to create a school environment which encourages and reinforces positive behaviour and mutual respect for all. The School acknowledges that if pupils and staff feel safe and secure this will have a positive impact on teaching and learning. The mission statement reflects this notion.

## **Overview**

Off-site provision is provided for learners who are temporarily unable to attend school for varying reasons. The provision is geared toward the individual learner and has the proviso built in that the learner will be expected to return to school as soon as possible, therefore off-site provision will be regularly reviewed by the relevant head of key stage and head of school. Some students will have a blended programme of on and off-site. Some will have very temporary arrangements as an Alternative To Exclusion (A2E).

## **Set-up**

If a student needs off-site provision (whether full or part time) the timetable must be agreed with the parent/carer and written confirmation given. A review date should be written into this. The head of school, head of key stage or coordinator will create specific provision for the learner.

## **Curriculum**

Whilst learners are tutored off-site the curriculum will be adhered to in accordance with current medium term plans as far as possible. For some students, engagement strategies may have to be used before any formal learning can take place. The head of school/head of key stage or coordinator will liaise with subject teachers and SLT to ensure that as much as possible students follow the same programme of study that is taught within school. Where this is not possible an agreed learning programme will be created to suit the needs of individual learner. This should include educational visits and enrichment opportunities.

## **Monitoring Progress and Assessment**

Weekly summary reports are submitted via email by end of school on Fridays (for external tutors). This report will contain a summary of work covered; lesson objectives; attainment points as appropriate to the site. Work should be regularly assessed in accordance with the assessment policy. Learners also undertake national exams as per school policy and fully participate in the AQA unit award scheme.

The above is logged onto both individual learner's summary and any other system used by the site e.g. O&U.

Postcards and certificates are also awarded in accordance to the school's rewards policy

## **Starting and ending a session**

If a tutor arrives and the learner does not show or if you informed that the session is not taking place please contact the relevant site by text, phone or email a maximum of 5 minutes after the learner was due to arrive.

If the session takes place within the home and a tutor arrives for a pre-agreed session at a learner's home and there is no suitable adult (legal guardian / parent / carer) available to supervise the session the tutor MUST NOT enter the premises and you should inform the college as soon as possible.

Before tuition takes place within a learner's home a home tuition risk assessment visit must be carried out and this form logged within the learner profile on the portal.

If the home has already been assessed, e.g. if the learner is a LAC then a check has already been carried out and a home assessment visit would not be necessary

## **Absconding and Unforeseen circumstances**

If a learner absconds during an off-site tutorial call the relevant site immediately (01273 916595/01273 916594) and ask to speak to a member of SLT who will instruct you as to the course of action. Please let the parents/carers know once you have phoned the school. Please make sure that relevant entries are made in the communications and behaviour log within SIMs: We have a legal obligation to ensure that a learner is correctly entered within SIMs

If, during a session or visit a learner/parent /carer becomes agitated or threatening, tutors should end the session and inform a member of the SLT at school that you on the number above and follow advice given.

In an emergency please call 999 and inform the above as soon as possible

## **Working off-site**

When leaving school, tutors need to ensure that staff know where they are going, who they are seeing and what time they are expected back – see Lone Working Policy. A school phone should be taken with relevant phone numbers programmed in.

## **Safeguarding**

If you have any concerns about a child's safety or well-being, please log this on CPOMS and treat as you would if a student was on site. If in doubt, please contact the DSL on the relevant site.