

## Alternative Providers and Duke of Edinburgh Policy

### Aims:

The Evolution Centre aims to create an educational programme for each young person which is bespoke to their current needs. This will include the ability to engage Alternative Providers (AP) to allow variety and flexibility. From Year 9 students with an interest may also be offered the opportunity to complete a Duke of Edinburgh qualification.

The school is committed to ensuring that students are placed in safe, supportive providers where they can learn and excel in line with their EHCP outcomes or PEP targets.

### Alternative Provider Checks

When setting up an AP for a young person the school will carry out the following checks:

1. DBS certificates
2. Staff qualification certificates, where required
3. Arrangements for ensuring a qualified first aider is always available
4. Alternative provider data sharing policy
5. Risk assessments for activities being carried out
6. Fire certificates and arrangements
7. Procedures for identifying and signing in visitors
8. Quality of activities/teaching and learning
9. Privacy statement for sharing with young people
10. Systems for recording and reporting student progress

In addition, the school will ensure procedures for agreeing the purpose and length of the alternative provision which must meet the needs of the young person.

Alternative Provision incurs an additional cost and this should always be commensurate with the expected benefits and gains of the AP. Where it is available, the school welcomes additional support from Pupil Premium funding to support AP.

It is good practice for the school to regularly check in with AP to ensure that all is well with the young person's placement. The school will also carry out further spot checks no less than once a year. The nature of our young people means that they are likely to attend AP with a member of their care staff or a teaching assistant and therefore the Evolution Centre has far greater oversight and contact with the AP than many mainstream schools.

### One off activities

Where the school arranges speakers or one off visits/trips and activities, the above list will be considered as a guide of good practice however it is understood that these are activities which occur once, with the full supervision of care staff and often education staff. It is therefore not necessary to carry out the full set of checks and those organising should refer

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instead to the school's educational trips and visits policy.

### **Duke of Edinburgh Award**

From year 9 onwards students are eligible to consider a Duke of Edinburgh award. Providing risk assessments allow, all students will be offered the opportunity to do the D of E award.

**Risk Management:** Individual students are risk assessed according to their IMP (Individual Management Plan) and their presentation within the school environment as well as our experience of them off site. Checks should be made with the care manager and therapy team to ensure that the content of any reports in their possession have been considered, in order to inform risk assessment, particularly where the activity involves working with children. Where it is appropriate, risk management will be discussed with young people so that they too can develop their skills in this important area.

For the expedition element, a group risk assessment will be written for both the training sessions and expeditions, to assess the risk of the individuals in social situations with their peers. SAS Outdoors is our AAP and they risk assess the outdoor activities being undertaken. The DofE manager will plan training sessions in conjunction with our AAP, choosing appropriate locations for the pupils involved. All personal information regarding the pupils is held on their IMP which is accessible to leaders on Schoolpod (our online recording system). Staffing ratios are dependent on each pupils' IMP as each of our pupils has different needs and is therefore on a different staffing ratio. All pupils are transported by their care staff in their own cars.

All offsite visits are logged on Schoolpod, this records all the details of the trip including accidents or incidents.

**Training for D of E staff:** The DofE manager will attend annual network meetings and training updates to keep up to date with all changes as well as accessing online tutorials on eDofE.

**Insurance:** The Evolution Centre uses SAS Outdoors as our AAP. Please see below AALA Licence and Insurance certificate.

**Finance:** At the Evolution Centre DofE Award places are funded with help of pupil premium money where this is available.

**Ensuring safety when completing volunteering or off site activities:** The Duke of Edinburgh guidance on the checks that need to be carried out for voluntary and club activities indicates that it is the parent and young person's responsibility to make sure they are happy with any provision. Since our young people are in care, this responsibility would pass to their social worker and parent depending on their care order. The social worker would expect us to ensure the checks had been completed.



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**We are therefore committed to carrying out the following:**

Check to be carried out	Action	Back up plan/action
<b>DBS certificates</b>	If the activity requires the adult to have a DBS then check and record number	If the activity does not normally require a DBS then student to be supervised by carer or TA whilst placed
<b>Adult qualification certificates, where required</b>	If the activity requires the adult to hold specific certificates then check and record these	If the activity does not require specific certificates then check general competency of adult.
<b>Arrangements for ensuring a qualified first aider is always available</b>	If the activity requires the adult to have a First aid then check and record date	If the activity does not normally require a first aid certificate then student to be supervised by carer or TA with first aid qualification
<b>Risk assessments for activities being carried out</b>	School or care setting to carry out risk assessment and share with provider	
<b>Fire certificates and arrangements</b>	If the setting requires fire certificates then check these and record date	If the setting does not require fire certificates, e.g. outside then include fire procedures within risk assessment
<b>Procedures for identifying and signing in visitors</b>	If the setting requires visitor sign in then check this is in place	If the setting does not require visitor sign in then include risk around public access in risk assessment
<b>Privacy statement for sharing with young people</b>	Ask provider and young person to read and share the privacy policy for D of E activities.	



**Alternative Providers and Duke of Edinburgh Policy**

<i>Last Reviewed</i>	<i>January 2019</i>
<i>Next review due</i>	<i>January 2020</i>
<i>Reviewed by</i>	<i>Head Teacher and D of E Manager</i>



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ACTIVITIES  
INDUSTRY  
MUTUAL

Certificate of Liability Cover

Contract Number B601627538G19  
Member Number AIM/SASOU591  
Cover Number SASOU591

This Certificate of Entry and all its summaries are issued subject to the applicable Cover Wordings, Rules and the memorandum and Articles of Association for the current indemnity year.

Name of Member	Safe and Sound Outdoors (2007) Ltd T/A Safe and Sound Outdoors
Trading as	Safe and Sound Outdoors
Member's representative	Craig Forde
Business description	Large multi activity company offering rafting etc to numerous clients including school groups. Also provide accommodaton and cafe
Period of Cover (from)	17/04/2019
Period of Cover (to)	16/04/2020

Both days are inclusive and for such period or periods as may be mutually agreed upon.

**Basis of Cover - LIABILITY COVER**

**Employers' Liability** - To indemnify the Member's legal liability in respect of bodily Injury or death suffered by Directors or Employees arising out of and in the course of their Employment with the Member caused during the Period of Cover in connection with the business and Claimants and Members costs and expenses arising therefrom as more fully described in the cover wording

Limit of Cover - each and every occurrence up to	£10,000,000
Terrorism Sub Limit - each and every occurrence up to	£5,000,000

**Public and Products Liability** - To indemnify the Member's legal liability for bodily injury or death and accidental loss of or damage to property as more fully described in the cover wording

**Public Liability**

Limit of Cover - each and every occurrence up to	£5,000,000
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**Products Liability**

Limit of Cover - any one occurrence and in the aggregate during the period of cover up to	£5,000,000
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**Professional Indemnity** - To indemnify the Member's legal liability in respect of alleged inadequate advice, services or designs provided by the Member causing financial loss. Only claims notified to the Mutual in the Period of Indemnity may be the subject of indemnity under this cover

Limit of Cover - any one occurrence and in the aggregate during the period of cover up to	£100,000
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## Adventure Activities Licensing Authority

This Adventure Activities Licence confirms that

**Safe and Sound Outdoors Ltd**  
of  
Safe and Sound Outdoors Bridge Street  
LLANGOLLEN  
Denbighshire LL20 8PF

has been inspected by the Adventure Activities Licensing Service, acting on behalf of the Health and Safety Executive (HSE) in their capacity as the Adventure Activities Licensing Authority, and is licensed to provide adventure activities as specified in the Activity Centres (Young Persons' Safety) Act 1995 and the Adventure Activities Licensing Regulations 2004, at, from or by the activity centre or activity provider known as

### Safe and Sound Outdoors

Bridge Street  
Llangollen Denbighshire LL20 8PF

This Licence is effective from

**24.3.2019**  
to  
**24.3.2021**

unless revoked or otherwise amended.

**Licence number: L14517**

This licence is subject to Standard Conditions

<http://webcommunities.hse.gov.uk/connect/i/adventureactivitiesnetwork/view?objectId=52947&exp=e1>

Details of this provider can be found on the Register of Licensed Providers  
[http://www.aals.org.uk/aals/provider\\_search.php](http://www.aals.org.uk/aals/provider_search.php),  
by searching for

**Provider Reference Number: R1422**

