



Offsite Curriculum Policy

Date of last review:	2019	Review period:	FREE (4 Years)
Date of next review:	2023	Written by:	Brian Thomas
Type of policy:	Non-statutory	Committee:	Curriculum & Standards
Signature:			

INTRODUCTION

Wyre Forest School recognises that all pupils who attend our school are entitled to an education of the highest quality that is individualised to meet their needs. This is particularly pertinent to those pupils who have increased anxiety levels around their peers and find time within a classroom situation difficult to manage and remain regulated. On these rare occasions we have to think creatively about ensuring that these pupils continue to receive a high-quality education and often this involves a more specific approach to delivery through offsite or one-to-one tuition programmes. Our aim with all of our bespoke programmes is that we can support the pupil enough to be able to be reintegrated back within a classroom situation alongside peers.

PRINCIPLES

Any pupil accessing a bespoke programme will still conform to the policies, procedures and standards expected of all pupils within the school. Progress will be assessed and monitored and the quality of the provision will be reviewed regularly.

On occasions a bespoke programme will require a member of staff to work on a one-to-one basis with a young person. In this situation the member of staff must be DBS checked and a risk assessment must be completed detailing the nature of the activity and any risks presented by the pupil during this activity.

It is essential that pupils and staff involved in the activities are safeguarded and, where possible, activities should be carried out on the school site and within eyesight and earshot of other staff members. Where this is not possible the risk assessment should highlight strategies for communicating if an issue arises and how this is to be addressed.

Wyre Forest School's Code of Conduct should be adhered to by any bespoke provision provider.

COMMUNICATION

- Bespoke provision providers should adhere to the school Acceptable Use Policy when using digital technology with the pupil.
- Parents can be contacted via telephone, email or letter but the provider should contact young people directly or share any personal contact information with the pupil.
- School will allocate a key contact for the bespoke provision provider within school who should be the main link between the provider and school.
- Personal mobile telephones should not be used whilst teaching or in the presence of any pupil or family member. Personal mobile telephones should not be visible in areas of the school where pupils will be.

- School and the bespoke provider should have a weekly update to monitor progress and review the provision.

CHANGES OF VENUE

There may be rare occasions when a pupil is educated offsite. In these situations, it is imperative that the pupil and the bespoke curriculum member of staff are safeguarded. The following procedures must be followed in this situation:

- bespoke curriculum tutors should have read the young person's Individual Behaviour Plan and also Risk Reduction Plan (if required);
- a risk assessment of the activity should be carried out and shared with the school;
- where possible, two members of staff should attend the activity with the pupil;
- a pupil should never be transported alone with a member of staff;
- if there is a situation where lone working occurs a clear line of communication needs to be included on the risk assessment in case of any issues occurring;
- the tutor should have a mobile telephone with the school contact details on it and telephone the school prior and post activity to ensure both tutor and pupil are safe and well.

HEALTH AND SAFETY

Bespoke tuition package tutors are working with our most vulnerable and also challenging young people and it is imperative that where possible tutors are fully aware of the risks associated with the young person. Wherever possible activities should also take place where there are other known adults present in the vicinity and a clear line of communication available and known to both school and the tutor.



**Wyre Forest School
Bespoke Package Tutor Safeguarding Sign-Off For**

(Pupil Full Name)

Safeguarding Area	Signed to Confirm Received and Read (Tutor)	Signed to Confirm Shared (School)
DBS checked and current		
Pupils discussed and risk assessment shared (and RRP if relevant)		
School Safeguarding Policy shared		
School Code of Conduct shared		
School Health and Safety Policy shared		
Any other relevant policies for delivery venue, e.g. Fire, etc.		
Date Signed-Off		