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Young London Matters



GOVERNMENT OFFICE
FOR LONDON

The London Quality Assurance Framework for Alternative
Provision (14-16 year olds) - A Coordinated Approach

Part 2, Annex 1: Contracting
Principles for Alternative Provision



ALDCS

Association of London
Directors of Children's
Services



Making Every
London Child Matter

Contracting Principles for Alternative Provision

All local authorities should give clear guidance, to schools and other commissioners of alternative education, on the steps that should be taken before placing a young person with an alternative provider. The London Borough of Haringey has developed a detailed checklist for commissioners – each of the criteria on this checklist should be considered before a young person is placed in alternative education.

The contract

Once a provider has completed the quality assurance verification process and the commissioners have identified, through individual checks, that the provider is appropriate for the pupil, the commissioner should establish a service level agreement with the provider.

The two examples that follow have been developed by the London Borough of Ealing and the London Borough of Haringey.



Commissioning Alternative Provision

Is the provision appropriate for each pupil?

Before placing any young person with an external or alternative provider, the local authority or school must satisfy themselves of the suitability of the placement. They must also ensure that the young person's needs can not be better met through their own existing provision.

Checklists are provided here to ensure the quality of the provision is appropriate and can be monitored and that all child protection and health and safety requirements have been met.

In addition there is a checklist to ensure that contracts between the local authority or school and the external/alternative provider are clearly understood by both parties and that monitoring and reporting arrangements are agreed.

The checklists and prompts indicate the minimum requirement of any external or alternative placement.



Admission of pupils to alternative provision

Checklist of information to be included in an initial referral form

Personal details

- Young person's name (including preferred term of address)
- Date of birth
- Gender, language and ethnicity (using standard ethnicity codes)
- School year
- Contact address, telephone number(s) and e-mail address(es)
- Emergency telephone number(s)
- Name of parent or carer
- Any local identifying number (e.g. UPN)
- If the young person has a Statement of Special Educational Needs, or has identified special needs
- Medical information which might impact on the placement, for example: allergies, asthma, or regularly taken medication
- Whether the young person falls into a vulnerable group e.g. looked after children, children unable to attend school because of medical needs, Gypsy/Traveller children, and children of asylum seekers or unaccompanied minors, or who are young carers, school refusers, teenage parents or young offenders.

NB: If a CAF is in place the organisation must be aware of this and become part of the 'Team Around the Child'.

Referral details

- Name of the referring agency/school & location details
- Name of link person & contact details, telephone number and e-mail address
- Last date of attendance at school and pattern of attendance
- Reasons for referral (detailed and specific)
- Whether these have been discussed with the young person prior to completion of the form and their views.

Educational information

- Information about prior attainment, interests and aspirations
- SATS results (if available) from school
- Attendance record
- Long term educational and career plans of the young person (e.g. what the young person is planning to do when leaving school, the qualifications the young person is intending to obtain or the type of career the young person is wishing to pursue).

Educational status

- The reason why the young person is not following course at school, and /or
- If the young person has been permanently excluded or excluded for 15 days or more, the formal date of exclusion from school, and/or
- If the young person is new to district, date allocated school & date enrolled & date of removal from last school attended with reason for removal from roll (if the young person is not on the roll of a school for any other reason) and/or
- If the pupil is unable to attend school for medical reasons, name of medical consultant or other medical personnel.

Other agency involvement

- Name, contact person (name and role) and telephone number of any other agency, both statutory and voluntary, involved with the young person (e.g. social work team, YOS, Connexions PA, Teenage Pregnancy Coordinators).

Parent/carer involvement

- Referral forms should indicate what discussions have been held with parents/carers and their views.

Risk assessment

- Any knowledge of risk or factors likely to impact on a placement
- Any measures identified to mitigate risk.

Additional information

- Any additional information that may be relevant, such as family details, social emotional and behavioural factors and personal health.

Recommendations

- If the school or local authority operates a placement or assessment panel, the form may need to include a section which identifies the outcome of any consideration.

Placement

- Date of referral for placement
- Date of placement
- Length of placement
- Target date for follow-up review or reintegration.



Alternative Provision Risk Assessment Framework

The education and welfare of the young person is the responsibility of the main providing body (local authority or school governing body). That body is responsible for ensuring that the quality of the alternative/external provision is appropriate and that all child protection, health and safety and equalities checks have been undertaken.

It is a requirement of any alternative or external provider to provide the required information prior to a contract being exchanged.

A **quality assurance** audit of provision should be completed for every alternative provider. For a new provider, it may be necessary to institute new systems for information recording and sharing. The audit should indicate this and should have a review date that enables progress towards implementation to be monitored.

A copy of the most recent audit should be kept on the file of every young person using that provision. The audit should be checked against the individual's particular needs.

A **risk assessment** must be completed for **every** placement based on the individual, the placement environment, the travel to and from the placement and other individuals (from own or other organisations) at the placement.

A copy of the risk assessment must be kept on the file of every young person using alternative or external provision.

Risk level:

- **Low** - there is no apparent threat of danger either to individual or public - 1
- **Medium** - some level of pro-activity is required, risk may place individual in danger or they are a threat to themselves or others - 2
- **High** - the risk posed is immediate with substantial grounds for believing individual or others are in danger / the level of risk will be accompanied by circumstances requiring constant supervision / the risk may result in circumstances requiring press/media strategy, a legal response, and emergency services involvement - 3.

In cases where alternative or external provision is assessed as below satisfactory, or where a new provider fails to make the necessary improvements/changes in the appropriate time frame, it should not be used. Schools and local authority services should notify the named contact in the local authority if they become aware of unsuitable provision or have concerns.

Where a risk is high, an explanation should be recorded to say why the provision is being used and what the risk of not using that provision would be. In this case, senior authorisation should be sought.

Alternative Provision Risk Assessment Framework

Complete a risk assessment for **every** placement based on the individual, the placement environment, the travel to and from the placement and other individuals (from own or other organisation) at the placement.

Name:.....D.O.B:.....

For placement at:.....

Risk assessment completed by:.....Date:.....

| Hazard | Existing Control Measures | * Risk level at assessment | Measures to be implemented | * Residual risk level |
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