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The Linden Centre

**Alternative Provision Information for schools**

*Thank you for choosing to send your pupil to the Linden Centre as a part time pupil as an alternative provision we would like to confirm the following information.*

* The Linden Centre DFE number is 894/1100
* All staff are subject to ID, Enhanced DBS, overseas, qualification and right to work checks, as required. This information is stored on the Schools Central Record which is checked and signed by the Headteacher (Mr D Lennon) every month.
* The Centre has 1 DSL, and 6 Deputy DSL staff members see poster for details.
* 4 members of staff have completed safer recruitment training. ( Mr Lennon, Mrs Bowen, Miss Hollands, Mrs Stewart)
* A register for all pupils held on Bromcom and a Paper copy is kept in the centre where the pupil attends.
* All pupils have parents’ permission before being given access to the school internet. The Linden Centre have filters to keep pupils safe online. Staff monitor pupils always use of technology.
* Partner schools are expected to visit the centre at least 1 every half term.
* Any safeguarding concerns regarding a part time pupil will be immediately reported to a DSL at the home school this will be phoned and followed with an email. We use CPOMs to record any concerns. A copy of pupil records for Safeguarding should be sent (or access to CPOMS) at the start of the placement in order that the pupils records are shared – this is the responsibility of the home school.
* Transport is the responsibility of the home school and if a taxi is required the school will arrange this.
* Staff, parents and pupil voice is completed during placement.
* A risk management plan for each pupil is completed by Linden centre staff and will be shared with the home school if requested.
* A copy of the safeguarding policy can be found on our website.
* Home schools and parents MUST have signed a copy of the Home, School and School agreement alongside Linden Centre Colleagues. Without both the Home, School and School document and the welcome pack, a pupil will not be allowed to start their placement.
* If the home school need to contact the Linden Centre out of hours they should email [Darren.Lennon@telford.gov.uk](mailto:Darren.Lennon@telford.gov.uk) or telephone: 07968229013

