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The Linden Centre

**Alternative provision risk assessment for Part Time / Dual Registered pupils**

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| Assessment conducted by Claire Bowen | Job title: Deputy Headteacher | Covered by this assessment: **all staff and pupils** |
| Date of assessment: 24/10/2023 | Review interval: **annually** | Date of next review: 24/10/2024 |

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| **Related documents** |
| **Exclusion Policy, First Aid Policy, Equality and Diversity Policy, Assessment Policy, Behavioural Policy, Child Protection and Safeguarding Policy** |

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| **Risk rating** | | **Likelihood of occurrence** | | |
| **Probable** | **Possible** | **Remote** |
| **Likely impact** | **Major**  Causes major physical injury, harm or ill-health. | High (H) | H | Medium (M) |
| **Severe**  Causes physical injury or illness requiring first aid. | H | M | Low (L) |
| **Minor**  Causes physical or emotional discomfort. | M | L | L |

| Area for consideration | Recommended controls | In place?  yes/no | By whom? | Deadline | Risk rating following action  H/M/L |
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| Expectations | * The Linden Centre has clear expectations and ensure that the home school are aware of these prior to the placement | **Y** | **Centre Lead** | **Placement meeting** | **L** |
| Disclosure and Barring Service (DBS) checks | * Staff at the Linden Centre are checked to ensure they have the appropriate checks, for example, DBS checks. * All potential risks involved in unregistered placements, where no staff or not all staff have undergone DBS or other relevant checks, are considered fully and the risks minimised. * The Linden Centre have a single central record in place. | **Y** | **Linden Centre Business manager** | **Prior to employee starting** | **L** |
| Academic progress | * The quality of teaching and learning at the Linden Centre and the impact of this on pupils’ progress towards the qualifications they are studying towards, are systematically evaluated. * Academic progress made by pupils who attend the Linden centre is systematically evaluated. * The provision has a strong focus on literacy and numeracy development. * The home school visits the pupils at the Linden Centre frequently to ensure their wellbeing and progress. * Pupils at the Linden Centre are taught a well-balanced academic and vocational curriculum that is adapted to suit their ability. | **Y** | **SLT**  **Teaching staff** | **Throughout placement** | **L** |
| Social progress | * Social progress made by pupils who attend The Linden centre is systematically evaluated. * The special educational needs and disabilities coordinator (SENCO) is responsible for the broad oversight of the Linden Centre, including the organisation of the curriculum to ensure the placements are suitable and safe. | **Y** | **The Linden Centre / School** | **Throughout placement** | **L** |
| Personal progress | * Personal progress made by pupils who attend The Linden Centre is systematically evaluated. * Visits to pupils at The Linden centre are set up regularly and frequently in order to ensure their wellbeing and progress. | **Y** | **The Linden Centre** | **Throughout placement** | **L** |
| Safeguarding | * The Linden Centre has a good understanding of child protection procedures and will alert the home school to any concerns that may arise, and understands what to do if this occurs. * The Linden Centre receives full copies of the school’s child protection policies, including policies surrounding e-safety and social media. * All ICT equipment has the appropriate firewalls or filters installed. * The names and contact details of those responsible for safeguarding are given to the Linden Centre by the home school. | **Y** | **The Linden Centre** | **Prior to placement** | **L** |
| Referral | * The home school ensures the initial referral form is suitably detailed and appropriate. * The form comprises a detailed written profile of the pupil, and includes information about their background, strategies that had previously been successfully employed, their academic ability, any issues, behaviour, aptitude, and interests. | **Y** | **Home school staff** | **Prior to placement** | **L** |
| Provider | * Regular discussions are held between the school, The Linden Centre, pupils and parents, in advance of the placement and throughout. * Providers report daily on the attendance of pupils, and at least termly on pupils’ progress. | **Y** | **Centre Lead** | **Weekly** | **L** |
| Facilities | * The accommodation and facilities used by The Linden centre are fit for purpose. | **Y** | **Headteacher** |  | **L** |
| Health and safety | * The home school frequently checks that health and safety is a high priority. * The home school provides all pupils with the relevant safety equipment, such as high-visibility jackets and safety boots, and monitors their correct use during their visits. * The school ensures fire alarms are regularly tested at the Linden Centre and that staff are trained in fire prevention measures. * A diary of recent fire drills is shown to the home school to ensure they take place regularly. * The home school ensures the provision is familiar with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. * The Linden Centre ensures there are arrangements for access to a qualified first aider or ‘appointed person’. | **Y** | **Centre Leads** | **Weekly** | **L** |
| Insurance | * The home school ensures an appropriate, and up-to-date, insurance policy is in place at the Linden Centre | **Y** | **Home school** | **Prior to placement** | **L** |
| Travel and transport | * The home school is responsible for arranging transport for any pupils whose provision changes. In some cases, transport may be negotiated with an alternative provider. |  | **Home school** | **Prior to placement starting** | **L** |
| Lunch | * The home school ensures that providers make arrangements for pupils eligible for free school meals. * Lunchtime arrangements for pupils who are not eligible are confirmed as part of the contract negotiation. | **Y** | **Home school** | **Prior to placement** | **L** |
| Addendum – Covid-19  During Lockdown, we are still operating as an AP. For this, we have included additional items to the Risk Assessment. | | | | | |
| Covid-19 | * Schools to provide students with a disposable mask for their journey into school. The Linden Centre will provide a disposable mask for the return journey back to school. * School MUST notify The Linden Centre if they have a conformed Covid-19 case within their school and or classes. If this is a close contact, the student will not be able to attend the AP. * Students will be encouraged to remain socially distanced whilst within The Linden Centre. * Rapid flow testing will be available for Secondary pupils and all school colleagues. * Mouth coverings should be used when out of the classroom environment. | **Y**  **Y**  **Y**  **Y**  **Y** | **Centre Lead and Home school**    **Home School**  **Class Teacher**  **LC H/T**  **Class teacher / Individual** | **Throughout placement** | **M** |