PROCEDURE ON THIRD PARTY PROVISION

RATIFIED BY CENTRAL LEADERSHIP ON:

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PROCEDURE ON THIRD PARTY PROVISION

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1. Introduction

The Raedwald Trust prides itself on using vocational learning opportunities and third party providers to enrich its curriculum offer and give the young people it supports a rich and varied curriculum. The vocational offer of the Trust should meet the educational, social and emotional needs of the young people we support. Therefore, the Trust must consider the progress of pupils who attend off-site alternative provision for all or part of the week and the provider's own records of these pupils' progress.

The Trust also recognises the importance of safeguarding and protecting our students to ensure they can access third party provision activities in a safe and controlled environment which we have quality assured and each provider meets the expected and stringent standards of the Trust.

<u>**Overall Aim**</u>

The Trust prioritises opportunities for learners to prepare for adult and working life. The aims of careers, work experience, vocational learning and work-related learning are designed to:

- Acknowledge that work-related learning is an essential part of the full preparation for adult life
- Ensure that learners follow courses and programmes which are appropriate to their longer term aspirations and needs
- Improve learner understanding of the world of work and its demands
- Increase access and choice for all learners
- Improve the employability of learners and their transition from school to adult and working life
- Break down barriers between education and the world of work and enterprise
- Promote greater awareness for learners about the world of work, the development of key skills and employability
- Develop a range of appropriate and relevant curriculum activities which assist in raising all learners' aspirations and achievement and which are of the highest quality and are regularly monitored
- Relate skills attitudes, concepts and knowledge learned in school to applications in the wider world
- Provide learners with high quality informed independent and impartial guidance on the choices available for education, training and employment as well as other interests
- Develop effective links with key partners and local industry.

2. Third Party Provision

As a Trust we have identified four main categories of third party providers that we use and within each category we have set a quality assurance framework which we require each provider to follow, and submit to ensure that the third party providers meets the standards required by the Trust.

Category 1
<u>Offsite third party provision where student is unsupported by Raedwald Trust Staff</u>
These are providers where young people attend either full day or half day placements and the student attends without Raedwald Trust staff in attendance.

- Only providers who have passed the Raedwald Trust Quality Assurance Process and have been entered into the Raedwald Trust Directory of Approved Third Party Providers can be used by the Raedwald Trust academies.
- It is responsibility of the Raedwald Trust academy to ensure staff from the third party provider are recorded on the Raedwald Trust Single Central Register before provision begins.
- Each Raedwald Trust academy must have a Service Level Agreement with such third party providers.
- Each Raedwald Trust academy must have risk assessments for young people attending third party providers and a risk assessment for the journey to and from the third party providers. These risk assessments should be shared with the third party provider if deemed necessary.
- A dedicated member of staff from the Raedwald Trust academy referral school should visit students on such placements during each half term to observe teaching standards and child welfare and safety.
- Providers should follow Raedwald Trust guidance on gaining feedback on sessions and reviewing third party providers.

Category 2
<u>Onsite Third Party Providers: Supported by Raedwald Trust Staff</u>
These are providers where young people access third party provision on site at one of the Raedwald Trust academies and supported by Raedwald Trust Staff.

- The third party provider needs to have completed the Quality Assurance checklist on an annual basis and a register of this is to be kept centrally at each academy with supporting documentation.
- It is responsibility of the Raedwald Trust academy to ensure staff from the third party provider accessing our sites are recorded on the Raedwald Trust Single Central Register before provision begins.
- The third party provider for these sessions will be responsible for risk assessments of their own activities but safeguarding and welfare of students will remain the Raedwald Trust academy responsibility.
- Each Raedwald Trust academy must have risk assessments for young people attending third party provider sessions which is shared with the third party provider as appropriate.
- The third party provider for these sessions will be responsible for risk assessments of their own activities which must be held at the Raedwald Trust academy but safeguarding and welfare of students will remain the Raedwald Trust staff's responsibility as the provision is on a Raedwald Trust academy's site.
- Academies should follow Raedwald Trust guidance on gaining feedback on sessions and reviewing third party providers.

Onsite Third Party Providers: Unsupported by Raedwald Trust Staff
These are providers where young people access third party provision on site at one of
the Raedwald Trust academies but are unsupported by Raedwald Trust Staff.

- The third party provider needs to have completed the Quality Assurance checklist on an annual basis and a register of this to be kept centrally at each academy with supporting documentation.
- It will also be the responsibility of the Raedwald Trust academy to ensure staff from the third party providers accessing our sites are on the Raedwald Trust Single Central Register before provision begins.
- The third party provider will be responsible for risk assessments of their own activities but safeguarding and welfare of students will remain the Raedwald Trust academy responsibility.
- Each Raedwald Trust academy must have risk assessments for young people attending third party provider sessions which is shared with the third party provider if deemed appropriate.
- The third party provider for these sessions will be responsible for risk assessments of their own activities which must be held at the Raedwald Trust academy but safeguarding and welfare of students will remain the RT staff responsibility as the provision is on a Raedwald Trust academy's site.
- Academies should follow Raedwald Trust guidance on gaining feedback on sessions and reviewing third party providers.

Category 3
Offsite Third Party Providers supported by Raedwald Trust Staff
These are providers where young people access third party provision offsite, however, supported
by Raedwald Trust staff.

- The third party provider needs to have completed the Quality Assurance checklist on an annual basis and a register of this is to be kept centrally at each academy with supporting documentation.
- It will also be the responsibility of the Raedwald Trust academy to ensure staff from the third party providers accessing our sites are on the Raedwald Trust Single Central Register.
- Each Raedwald Trust academy must have risk assessments for young people attending third party providers and a risk assessment for the journey to and from the third party provider. These risk assessments should be shared with the third party provider if deemed necessary.
- The third party provider for these sessions will be responsible for risk assessments of their own activities which must be held at the Raedwald Trust academy but safeguarding and welfare of students will remain the Raedwald Trust staff responsibility as the provision is on a Raedwald Trust academy site.
- Raedwald Trust academies should follow Raedwald Trust guidance on gaining feedback on sessions and reviewing third party providers.

Category 4
<u>One off Third Party Providers</u>
For one off third party provision such as a guest speaker, travelling zoo, employer visit etc.
- The Raedwald Trust academy must follow the set procedures for a visitor to the academy i.e. sign into the visitors book, wear visitors badge, copy of DBS, Visitor to be made aware of who the safeguarding leads are should they have any concerns whilst onsite.
- The academy should also ensure that these visitors do not have access to any personal student information and cannot be allowed to be on their own with students at any point.
- It is the Raedwald Trust academy's responsibility to ensure staffing levels are sufficient to cover all eventualities so students always have a member of staff supporting them. If this is not possible then these sessions should not go ahead.
- Each Raedwald Trust academy must have risk assessments for young people attending third party provider sessions which is shared with the third party provider if deemed appropriate.
- The third party provider for these sessions will be responsible for risk assessments of their own activities which must be held at the Raedwald Trust academy but safeguarding and welfare of students will remain the Raedwald Trust staff responsibility as the provision is on a Raedwald Trust academy site.
- Raedwald Trust academies should follow Raedwald Trust guidance on gaining feedback on sessions and reviewing third party providers.
- It will also be the responsibility of the Raedwald Trust academy to ensure staff from the third party providers accessing our sites are on the Raedwald Trust Single Central Register. One off visitors will be processed through our usual visitor checks. Raedwald Trust academies should seek processing clarification from Trust Business Managers before proceeding with planned visitors.