

ALTERNATIVE PROVISION CHECKLIST – FUTURE ROOTS AT RYLANDS FARM 2025/2026

Checklist of factors which schools should consider when deciding that an alternative provision is of a suitable quality and that appropriate and robust monitoring arrangements are in place.

Ofsted requires local authorities to report on children *not in receipt of full-time education in the usual way*. This includes the duty to monitor pupils placed by mainstream and special schools in off-site Alternative Provision. Full time education is generally accepted to be 25+ hours a week in a maintained secondary school.

- *Future Roots is not a Registered school and Young People attend for less than 15 hours a week.*
- *All Young People are on roll at a registered provision elsewhere.*
- *However, we are Registered with Ofsted for Child Care.*

Safeguarding:

	Yes	No	Comment
Is each provision on the DORSET / Somerset AP list? (This does not replace a school's duty to make its own checks regarding each Provision.)	x		Future Roots has been accepted on the Dorset and Somerset Council AP Framework
Is a recent ' Good ' or ' Outstanding ' Ofsted Report available where applicable?	N/A		Registered with Ofsted for Child Care URN EY409323
	Yes	No	Comment
Staff and Volunteer Record – Single central record of qualifications, recruitment and vetting checks	x		Available Off Line
Admissions Policy and Procedures	x		See Referral Process and Website
Attendance Policy and Procedures	x		Daily Reporting to Schools am & pm if young person DOES NOT attend - we report Absence <u>not</u> Attendance daily QA Folder / Website
Health and Safety Policy	x		QA Folder / Website
Educational Visits and Outings Policy and Procedures	N/A		N/A
Code of Conduct, Behaviour Policy, Substance Misuse and Bullying & Respect	x		QA Folder/ Website
Data Protection Policy and Procedures	x		QA Folder/ Website
Equality information and objectives (public sector equality duty) statement for publication	x		QA Folder/ Website
Safeguarding Policy and Procedures	x		QA Folder/ Website
Safer Recruitment Policy	x		QA Folder/ Website
Sex and Relationships Education Policy	N/A		N/A
Complaints Procedure & Statement	x		QA Folder/ Website
Use of contracted out external providers?	N/A		N/A (not used)

Where relevant – SCR and relevant policies in place for external providers – checked by AP	N/A	N/A (not used)
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Insurance (see requirements in Appendix 1)

	Yes	No	Comment
Public Liability insurance (Lychetts)	x		PLON99/0110111 21/02/2025 – 20/02/2026
Employer's Liability insurance (Lychetts)	x		PLON99/0110111 21/02/2025 – 20/02/2026
Professional Negligence insurance (Lychetts)	x		PLON99/0110111 Continuous cover from 21/02/2025 to 20/02/2026
Motor Vehicle Insurance	N/A		We don't transport young people who participate in our alternative provision.
Subcontractor Liability	N/A		N/A (no subcontractors are used)

Quality of provision

The commissioned course meets the educational and SEMH needs of each pupil	x		Referral outcomes / Session Planning / Session Evaluation / Qualifications Achieved
The premises are fit for purpose	x		LOTC Compliance Accredited
Health and safety arrangements are of an appropriate standard	x		Farm Manager/LiveStock and Site Co-ordinator oversees statutory H&S compliance checks including cyclic maintenance as well as day to day management of H&S of the site
Teaching and learning is of a high standard	x		NOCN qualifications / Functional Skills can be completed
Suitable resources and teaching materials are available	x		As seen on QA Site Visit
Behaviour management is strong	x		As seen on QA Site Visit QA Folder / Website
Attendance recording and reporting are robust	x		Absences are tracked and reported on the day Daily Reporting to Schools am & pm if young person DOES NOT attend - we report Absence not Attendance daily
Tracking and reporting on progress is robust	x		Termly Reports (updates on demand)
Suitable accreditation and other outcomes are on offer	x		Future Roots is a Recognised Centre for NOCN Qualifications. Centre Number 3000 3471
Learning Outside The Classroom Accreditation	x		LOtCR No. 101886 expires 18/02/2027

Due attention is paid to reintegration or progression to post-16 pathways	x		Future Roots runs a Post 16 Pre-Intern programme for Vulnerable Learners
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Supporting documentation in place

	Yes	No	Comment
Service Level Agreement (SLA)	x		Commissioned through the local authority inclusion panel process for Dorset/Somerset AP SLA with schools who commission directly from us
Education plan for each pupil or group of pupils	x		Session Plans and Referral
Protocol for monitoring pupil progress and outcomes and quality of provision	x		Termly Monitoring
Review calendar for monitoring pupil progress and outcomes and quality of provision	x		Termly Reporting
Formal agreement from the parent(s) for the arrangement	x		School/agency Responsibility

Appendix 1: Recommended Levels of Insurance Cover

- Public Liability insurance for a minimum of five million pound sterling (£5,000,000) in respect of any one act or occurrence or series of acts or occurrences in any one year
- Employer's Liability insurance for a minimum of ten million pound sterling (£10,000,000) in respect of any one act or occurrence or series of acts or occurrences in any one year;
- Professional Negligence insurance for a minimum of two million pound sterling (£2,000,000) in respect of any one act or occurrence or series of acts or occurrences in any one year;
- The Service Provider and its Personnel shall have in place motor vehicle insurance commensurate with the potential liabilities of the Service Provider relating to the operation of vehicles used for the transport of Service User/s and their visitors. (Future Roots may transport Post 16 Groups to Work Experience Opportunities.

The onus is on the Service Provider to ensure that its insurance policies are always adequate to cover eventualities pertaining to its business, but the school also holds a responsibility to pupils placed there.

Appendix 2: Relevant documentation

- Alternative Provision – Statutory guidance for local authorities - DfE February 2025 (Also applies to *governing bodies and head teachers; state schools; academies; PRUs; AP providers*)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/268940/alternative_provision_statutory_guidance_pdf_version.pdf and as updated
- Unregistered independent schools and out of school settings – DfE May 2025 [Unregistered independent schools and out-of-school settings: guidance for local authorities - GOV.UK](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/101111/unregistered-independent-schools-and-out-of-school-settings-guidance-for-local-authorities.pdf)

- Working Together to Safeguard Children 2023 [Working together to safeguard children 2023: statutory guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/115690/Working_together_to_safeguard_children_2023.pdf)
- Keeping Children Safe in Education: Statutory guidance for schools and colleges - DfE September 2025 [Keeping children safe in education 2025](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/115690/Keeping_children_safe_in_education_2025.pdf)