

CANTERBURY COLLEGE POLICY

Pre 16 – Alternative Curriculum Policy

EFFECTIVE DATE: November 2011

LAST REVIEWED: December 2011

REVIEWED BY: Jon Dent, Darryl Stacey, Simon Bigrigg

NEXT REVIEW: November 2013

POLICY LEAD: Director of Curriculum and Quality

In accordance with the mission statement “to be the best in teaching and learning” the College is committed to providing an inclusive learning environment with the core values of:

- Equality of opportunity
- Raising of standards
- Responsiveness and flexibility to the needs of our learners
- Treating each other with respect
- Being purposeful in what we do

PRE-16 POLICY STATEMENT

It is the Policy of Canterbury College that:

Canterbury College will follow the legal and statutory responsibilities involved in delivery to 14-16 learners:

- 1 By ensuring that 14-16 learners have equal access to learning
- 2 By using its best endeavours to make available suitable provision for all 14-16 learners with Special Educational Needs
- 3 By establishing the level of supervision required for 14-16 learners and putting this in place
- 4 By ensuring that it adheres to Child Protection regulations and all staff working with 14-16 learners have enhanced Criminal Record Bureau (CRB) checks prior to starting the course
- 5 By ensuring that the curriculum offer meets statutory requirements for 14-16 learners of compulsory school age
- 6 By following carefully laid down procedures for reporting attendance and liaising with the KCC / Educational Welfare Office
- 7 By taking responsibility for the health and safety and safeguarding of 14-16 learners
- 8 By ensuring that appropriate insurance cover is in place
- 9 By keeping and safeguarding information about 14-16 learners in accordance with the Data Protection Act 1998
- 10 By providing appropriate staff development programmes specific to the delivery of alternative curriculum provision
- 11 By ensuring that all staff complete online equality and diversity and safeguarding training as part of a wider CPD programme

Date written: December 2011

Review date: December 2013

Persons responsible for policy:

The College Governing Body or anyone to whom it has delegated responsibility
Director FE Curriculum and Quality
Section Manager – Supported Learning and Pre 16
Pre 16 - Alternative Curriculum Officer

Where students are placed at the Sheppey campus, the same personnel mentioned above will have responsibility for this policy.

The Policy will be implemented in the following way:

1 By ensuring that 14-16 learners have equal access to learning

- 1.1 14-16 learners will have equal access to learning, irrespective of their varied learning abilities, so that they have equal opportunity to reach their full potential.
- 1.2 The College will not submit students with disabilities to less favourable treatment and will make reasonable adjustments to overcome disadvantages caused by the disability.
- 1.3 There will be monitoring of the impact of the College Policy on Equality on the admission, progress, achievement and outcomes of 14-16 learners.

2 By using its best endeavours to offer suitable provision for all 14-16 learners with Special Education Needs (SEN)

- 2.1 The College will reach agreement with schools about the content and delivery of provision that is suitable for 14-16 learners with statements.
- 2.2 The College will get details from schools of the statements of 14-16 learners with SEN in order to determine the level of support needed.

3 By establishing the level of supervision required for 14-16 learners and putting this in place

- 3.1 The College will assess the risks related to working with an unfamiliar age cadre, the risk assessment will cover the physical environment and the College policies and procedures.
- 3.2 After negotiating with the schools, on the basis of the schools' risk assessments, the appropriate level of supervision will be agreed and put in place. It will be both in class and on the premises prior to and between lectures and at lunchtime.
- 3.3 An area will be made available for 14-16 learners at the Canterbury site to have their lunch and ensure they understand that during lunchtime they must remain on College premises unless a letter from their parent/guardian has been received.
- 3.4 The College will comply with LEA trips and visits guidelines and ensure that all necessary documentation is completed (see Appendix 1).
- 3.5 The College will have clear guidelines for the organisation of placements where it is part of the provision for 14-16 learners.

4 By ensuring that it adheres to child protection regulations and all staff working with 14-16 learners have appropriate checks

- 4.1 College staff teaching 14-16 learners will have satisfactory enhanced Criminal Record Bureau (CRB) checks prior to starting employment.
- 4.2 Where 14-16 learners are in-filled in programmes with students over the age of 18, they will be supervised by an 'approved adult', that is one who has received a satisfactory enhanced CRB check.
- 4.3 It is the responsibility of the approved adult to ensure that other adults do not have 'substantial unsupervised access to the child'.
- 4.4 College policies and procedures to deal with drugs, bullying and discipline will be applied to 14-16 learners.
- 4.5 A clear reporting procedure will be established with a standard reporting Pro-Forma. These will be used in reporting any possible incidences of abuse to Social Services or the police.

5 By ensuring that the curriculum offer meets statutory requirements for 14-16 learners of compulsory school age

- 5.1 The curriculum offer will meet the Key Stage 4 statutory requirements set out by current government legislation.
- 5.2 The College will work effectively with the LEA/schools, providing continuing support to achieve the aims and objectives of the learning programme.
- 5.3 Moderation and quality assurance systems will be robust and in line with College policies. They will meet external requirements.
- 5.4 The College will collect and supply the necessary data for audit requirements.
- 5.5 Marketing materials of programmes will be produced for schools, 14-16 learners and LEAs.
- 5.6 There will be a thorough induction, to include health and safety and safeguarding, at the start of the programme.
- 5.7 A clear post-16 progression route in education, training or employment with training will be identified for 14-16 learners.
- 5.8 There will be an achievement ceremony to recognise the achievement of 14-16 learners.
- 5.9 The College will make arrangements to inform the school of the results of any qualifications on the day that the results are notified so that the schools can include, where necessary, the data in their performance tables.

6 By following carefully laid down procedures for reporting attendance

- 6.1 The College will agree a common procedure with schools on checking the attendance of 14-16 learners. This will ensure that the schools report absence to the College and vice versa.
- 6.2 There will be a system for monitoring attendance, and direct communication and reporting via the KCC Educational Welfare Office
- 6.3 Where the College has organised a placement as part of its provision for 14-16 learners a clear procedure for reporting absence will be in place.

7 By taking responsibility for the health & safety of 14-16 learners

- 7.1 The College Governing body will have responsibility for ensuring that the necessary risk assessments for 14-16 people in the College are conducted.
- 7.2 Key findings of the risk assessments and the control measures to minimise, or ideally eliminate significant risks will be conveyed to the school which will have the responsibility to provide them to parents/guardians.
- 7.3 Whilst a 14-16 learner is in College s/he is in the care of the College which therefore has a duty of care towards that person.
- 7.4 The College will ensure that schools give details of any particular medical needs or requirements of 14-16 learners and agree with the schools how the necessary support can be provided.
- 7.5 The College will provide a free meal for those 14-16 learners eligible for a free lunch if at school.
- 7.6 The College will ensure that 14-16 learners and the schools are aware of the standards of safety to which they must all abide (see Appendix 3).
- 7.7 In the case of an accident to a 14-16 learner, there will be a clear reporting procedure with a standard reporting pro-forma (see Appendix 4).
- 7.8 All staff and 14-16 learners will be made aware of the evacuation procedures as they apply to everyone (see Appendix 5).
- 7.9 All health and safety procedures will be well publicised. They will be included in the

Tutor handbook, the LRC, the Student Information Centre on the main site and on the College Intranet.

8 By ensuring that appropriate insurance cover is in place

- 8.1 The College will establish with its insurers if there is a need to adjust its premiums to provide adequate cover.
- 8.2 The College will inform partner schools of the legal cover being provided. Schools to inform parents.

9 By keeping information about 14-16 learners in compliance with the Data Protection Act 1998.

- 9.1 The College will see evidence from both parent and 14-16 learners that consent has been given for the College to have data on 14-16 learners' attendance, behaviour, prior attainment and other relevant personal data.
- 9.2 The College will receive, via the school, the 14-16 learners' permission for 14-16 learner data to be captured on the College MIS /CIS systems.
- 9.3 The College will only receive 'sensitive personal data', relating to SEN or behaviour for example, with the explicit consent of the 14-16 learners, or, depending on the student's understanding, the parent. If consent is not received the College may decide not to accept the individual 14-16 learner.

10 By providing appropriate staff development programmes

- 10.1 Staff development programmes will include strategies for teaching and learning as well as behaviour management for this age group.
- 10.2 The policy and procedures for pre-16 education will be included in staff training programmes and staff induction.
- 10.3 All staff employed at the College will complete yearly online training modules for Safeguarding and Equality and Diversity as part of a wider programme of Continuous Professional Development.

REFERENCES

- 1 Guidance for FE Colleges Providing for Young Learners: AoC, LEACAN, LSC, LEAs, DfES, NATFHE, NUS
- 2 AoC Model Partnership Agreement between colleges and schools
- 3 The Children Act 1989
- 4 DfES guidance, Child Protection (DfES/0278/2002)
- 5 Disability & Discrimination Act, 1995
- 6 Special Educational Needs and Disability Act 2001
- 7 Code of Practice Post 16, COPP 16 – July 2002
- 8 Education Act 1996
- 9 Learning & Skills Act 2000
- 10 Data Protection Act 1998
- 11 The Health & Safety (Training for Employment) Regulations 1990
- 12 The Working Time Regulations 1998
- 13 The Management of Health & Safety at Work Regulations 1999
- 14 Young People at Work (Health & Safety Executive)
- 15 DfES guidance, Vocational & Work-Related Learning at Key Stage 4 (DfES/0132/2003)
- 16 College policies