



Off-Site Education Policy 2025/26

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1. Introduction

The Open Door Academy is committed to providing high-quality, personalised education that meets the needs of every learner. Off-site education forms an important part of our flexible, therapeutic, and aspirational offer. This policy sets out how we ensure that all off-site provision is safe, well-governed, and aligned with our mission to open doors to opportunity, independence, and lifelong success.

2. Purpose of the Policy

This policy ensures that all off-site education:

- Protects the safety, wellbeing, and dignity of every student
- Provides high-quality learning experiences tailored to individual needs
- Complies with statutory guidance including KCSIE, Working Together, and local authority requirements
- Maintains strong oversight, accountability, and communication between The Open Door Academy, families, and external providers

3. Scope

This policy applies to:

- All students accessing off-site or alternative provision
- All staff involved in planning, monitoring, or reviewing placements
- All external organisations delivering education, therapy, or training on behalf of The Open Door Academy
- All short-term, long-term, part-time, or full-time off-site arrangements

4. Our Principles

Off-site education at The Open Door Academy is built on the following principles:

- Safety first — safeguarding is non-negotiable
- Personalisation — provision must meet the individual needs, interests, and EHCP outcomes of each learner
- High expectations — students deserve ambitious, meaningful learning wherever it takes place
- Partnership — strong communication between school, provider, student, and family
- Accountability — the Academy retains full responsibility for the student's education, progress, and welfare

5. Types of Off-Site Education

The Open Door Academy may use:

- Alternative provision placements
- Vocational and skills-based training
- Therapeutic or specialist SEND interventions
- Outdoor learning and enrichment programmes
- Work experience or employer-led placements
- Online or blended learning delivered by approved providers

6. Roles and Responsibilities

6.1 The Open Door Academy Leadership Team:

- Approves all off-site placements
- Ensures providers meet safeguarding, quality, and health & safety standards
- Maintains strategic oversight of attendance, progress, and welfare

6.2 Designated Safeguarding Lead (DSL):

- Conducts safeguarding checks on all providers
- Ensures information-sharing agreements are in place
- Responds to any safeguarding concerns arising from placements

6.3 Head of Centre:

- Completes risk assessments and quality assurance checks
- Conducts initial and ongoing provider visits
- Maintains daily communication with providers
- Tracks attendance, engagement, and progress

6.4 External Providers Must:

- Provide a safe, inclusive environment
- Report attendance daily
- Report safeguarding concerns immediately
- Deliver the agreed curriculum or programme
- Provide progress updates as required

6.5 Parents/Carers

- Support attendance and engagement
- Share relevant information with the Academy
- Attend review meetings where appropriate

6.6 Students

- Follow provider expectations
- Engage positively in learning
- Report concerns to staff or trusted adults

7. Safeguarding Requirements

All off-site providers must:

- Have up-to-date safeguarding and child protection policies
- Ensure staff hold enhanced DBS checks
- Follow safer recruitment procedures
- Report concerns to the Academy DSL without delay
- Provide safe supervision and clear arrival/departure procedures
- The Open Door Academy retains ultimate safeguarding responsibility for all students placed off-site.

8. Attendance Monitoring

- Providers must report attendance daily, including late arrivals and early departures
- Absence must be reported to the Academy within 30 minutes of the session start
- The Academy will follow its attendance procedures for any unexplained absence
- Persistent absence will trigger a placement review

9. Quality Assurance

Before placement

- Site visit
- Safeguarding and health & safety checks
- Curriculum suitability review
- Risk assessment

During placement

- Half-termly review meetings
- Termly site visits
- Monitoring of progress, behaviour, and engagement

After placement

- Final report from provider
- Student voice feedback
- Evaluation of provider performance

10. Curriculum and Progress

The Academy ensures:

- Provision aligns with the student's academic, vocational, and SEND needs
- EHCP outcomes are embedded where applicable
- Students continue to access English, Maths, and statutory curriculum elements
- Progress is tracked and recorded on Connect+

11. Health & Safety

Providers must:

- Comply with health & safety legislation
- Hold appropriate insurance
- Provide risk assessments for all activities
- Ensure safe equipment and environments
- The Academy will complete its own risk assessment prior to placement.

12. Behaviour and Conduct

- Students must follow the provider's behaviour expectations
- Serious incidents must be reported to the Academy immediately
- The Academy may withdraw a student if safety or conduct becomes a concern

13. Review and Termination of Placements

Placements may be reviewed or ended if:

- The provision no longer meets the student's needs
- Safeguarding or health & safety concerns arise
- Attendance or engagement becomes unsatisfactory
- The provider fails to meet expectations

14. Data Protection and Information Sharing

Information will be shared securely in line with GDPR

- Providers must store and handle data safely
- Only relevant information will be shared to support student safety and learning

15. Policy Review

This policy will be reviewed annually, or earlier if:

- Statutory guidance changes
- Provision arrangements change
- Safeguarding requirements are updated