ABBEY VIEW SCHOOL

Policy: Outreach

Date approved: May 2026

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1. Purpose and Context

This policy sets out how Abbey View uses Outreach Provision (1:1 tuition in the home or community) to support pupils whose needs cannot be met temporarily within the main setting.

This policy ensures compliance with:

- Department for Education
- Department for Education
- Department for Education

2. Principles

Outreach provision will:

- Be used **only in the best interests of the pupil**
- Be **time-limited and regularly reviewed**
- Provide education that is **suitable and only be used when the alternative is no education**
- **Not be used as a substitute for exclusion**
- Support **reintegration into full-time education**
- **Be extremely time limited and used in exceptional circumstances**

3. Definition of Outreach

Outreach is defined as:

A temporary placement where a pupil receives 1:1 education outside the school site (e.g. home or community setting), while remaining on roll at Abbey View.

4. Criteria for Placement

A pupil may be allocated Outreach where:

- There is **significant risk** to themselves or others within the main setting
- They are **unable to access group provision** due to SEMH or other needs
- A **reintegration or stabilisation plan** is required
- There is **medical or exceptional need** (supported by evidence where applicable)

Outreach will **not** be used:

- As a response to behaviour alone without assessment
- To manage staffing or capacity pressures
- As an informal or unofficial exclusion

5. Decision-Making Process

All Outreach placements must be approved by:

- Principal / DSL and SENCo

The following must be completed:

- Risk assessment (education + safeguarding)
- Parental/carer consultation and agreement
- Written placement plan including:
    - Hours of provision
    - Curriculum offer
    - Review dates
    - Reintegration strategy

Where applicable, the Local Authority will be notified.

6. Education Entitlement

- Pupils will receive education that is **broad, balanced, and appropriate**
- Provision will aim toward **full-time education (approx. 25 hours/week)**
- Where hours are reduced (e.g. 1 hour/day), this must be:
    - **Clearly justified**
    - **Short-term**
    - **Reviewed fortnightly**

. Safeguarding

Outreach provision will comply with Department for Education:

- Staff delivering outreach must be:
    - DBS checked
    - Trained in safeguarding and lone working
- Abbey View will ensure:
    - Risk assessments for all locations
    - Clear protocols for home visits
    - Daily contact and monitoring systems
    - Escalation procedures for non-attendance

Monitoring and Review

- All Outreach placements will be reviewed **at least every 2 weeks**
- Reviews will consider:
    - Engagement and attendance
    - Academic progress
    - Safeguarding concerns
    - Readiness for reintegration

Placements will end when:

- The pupil can return to full-time provision, or
- An alternative placement is agreed

Roles and Responsibilities

Principal

- Overall accountability
- Approval of placements

Designated Safeguarding Lead (DSL)

- Oversight of safeguarding arrangements

- Risk assessment approval

SENCo

- Ensures provision meets SEND/EHCP requirements

Outreach Staff

- Deliver education safely
- Record attendance, progress, and concerns

. Record Keeping

The school will maintain:

- Outreach placement plans
- Risk assessments
- Attendance records
- Review notes
- Communication logs with parents and agencies

. Equality and SEND

The school will ensure Outreach does not:

- Discriminate against pupils with SEND
- Reduce provision specified in an EHCP without agreement from the Local Authority

. Review of Policy

This policy will be reviewed annually or in line with updates from the Department for Education.