



HALES VALLEY TRUST

Trust Internal Placement Protocol

September 2022

Revision 5

A Trust internal placement may be considered before a pupil is given a fixed term or permanent exclusion. This means that the pupil will be expected to attend one of the other schools within the Trust for a fixed period. This placement does not depend on agreement with the parents – it will be the decision of the Headteachers and the CEO of the Trust as to whether this option is in the best interest of the pupils in order to avoid a fixed term or possible permanent exclusion.

Consideration will be given as to how an internal placement is used on a case-by-case basis and the *specific social and emotional needs of the child will always be considered*. If parents refuse to support this then the pupils absence will be recorded as an unauthorised absence. The Headteachers and the CEO will determine how long this will be for on a case-by-case basis. The procedure will be as follows:

1. Headteacher discusses TIP option with CEO – host school identified
2. CEO and/or Headteacher contacts host Headteacher to agree the placement – venue, length of stay, start and end times, staff support
3. Headteacher contacts parents to inform them of the decision
4. Placement takes place
5. Headteacher meets with parent and child after the placement and before the child returns to own school – evaluate impact, make necessary adjustments back in home school e.g. RIPE?
6. CEO, home and host Headteachers evaluate success of placement and make necessary adjustments

To ensure a successful placement the following needs to be followed:

- Clear communication between home and host schools: what the issue is, how long the placement is for, name of accompanying staff member, details of pupil:
 - Name
 - Age
 - Specific needs – behavioural, medical/dietary requirements
 - Parent's name
- The home school MUST send a member of staff to accompany the pupil throughout the placement
- Parents will be responsible for all travel arrangements to and from the host school. In exceptional circumstances, such as serious medical issues in the immediate family, travel arrangements may be arranged at the discretion of the home school or host school. Where this applies, the escorting staff member will adhere to the home/host school safeguarding procedures for transporting pupils.
- The host school will greet the pupil and parent at the start of the day, along with the home member of staff.
- The host school will provide a suitable area for the placement, depending on the length. This may be a quiet, plainly-furnished area with a work station and access to a toilet and to limited outdoor space for a break.

Behaviour Policy

- The host school will provide the member of staff with a form of communication between them and the main school office, e.g. internal radios
- The host school will provide the member of staff with opportunities for comfort breaks as needed
- The pupil will have a packed lunch provided from home unless there is a specific dietary/medical need
- If the placement is longer than a week then the pupil may join a suitable class under agreed terms between host and home school.
- The pupil and staff member will be protected by the host school's safeguarding procedures, including fire safety. The host school will be responsible for ensuring that the pupil and staff member are aware of the necessary procedures to keep them safe.
- The host school will support the pupil and staff member where necessary e.g. when a pupil has to be positively handled. This will only be carried out by staff who have received team teach training as far as possible.
- The placement is NOT to be a fun experience for the pupil – this is not a reward.
- The placement will always be evaluated for impact by the CEO and Headteachers.
- Where parents fail to engage with the Trust Internal Placement or a managed move, this may lead to a fixed term or permanent exclusion.