



Back-On-Track Programme

(off-siting for respite / consequence)

Expected practice to be followed when children are off-sited within WPES from September 2021



Use of off-siting

Off-siting as a consequence is to be used in the following circumstances (1-3 days):

1. Premeditated assault on another pupil leading to minor injury or safety concern
2. A significant, dramatic one-off incident that has led to damage to property or disruption to the running of the centre over a period of time
3. Seemingly willful damage to property

Off-siting for safety reasons to enable detailed risk assessing to enable safe continuation of provision on home site (1-3 days):

1. Required to quickly separate out children for a short period of time
2. Only used for shortest period possible (up to 3 days) to enable home centre to consider additional safety measures

Off-siting for respite, as an intervention (with agreement of Head of Service if longer than 3 days):

1. Can be a block of time, agreed by Head of Service, or can be key days in a week, over a period of time (half-a-term)
2. To enable the pupil to have intensive support and intervention to facilitate a more successful time at home centre



Information sharing, safeguarding

The following information must be made available to the centre receiving the pupil and before the off-siting period starts:

1. Pupil Passport
2. Risk Assessment
3. ISP
4. Positive Handling Plan
5. Access to My Concern
6. Knowledge of any safeguarding concerns / risks
7. Understanding of any issues with home and making contact

The receiving centre will manage any new CP / safeguarding issues, using My Concern and communicating clearly with the DSL on the home site. The home site will manage any existing CP / safeguarding issues, ongoing concerns and maintain any representation at social care / agency meetings.

Providing work

The home site needs to negotiate with the receiving site before the off-siting begins to judge what is realistic in terms of completion of work by the pupil; taking into account any intervention that is required.

As an absolute minimum, the home site should provide work for:

1. Maths
2. English
3. Any option subjects being taken by a KS4 student

The work is sent back and marked by the home site.



Use of human resources

In most cases, a pupil off-sited will be placed into a class on the receiving site. There should not be a default requirement of a member of staff to accompany the pupil to the receiving site daily.

When there is clearly a need for intensive, structured intervention for a period of time, and when the Back-on-Track Programme is being used fully, Heads of Centre can liaise with the Head of Service to see if funds can be made available to pay for an additional TA to work 1-2-1 with the pupil.

Parent involvement

It is good practice to ensure that parents / carers attend a meeting at the receiving site at the start and end of any off-siting period.

When a pupil is off-sited for 1 week or more, there has to be a meeting with parents / carers at the beginning, 1 review after 1 week and then fortnightly until a final review just before going back to the home site.



Back-On-Track Programme

The Back-On-Track Programme must be used and the workbook completed for any off-siting of 1 week or more.

Pupils will need to be guided and mentored through the requirements of the booklet and at the end of 1 week, the receiving site will make a decision whether the pupil is able to return to the home site or whether a further week is required.

At the final review meeting after a period of 1 week or more, with parents / carers – the pupil needs to show and communicate their understanding of any issues that led to the need for respite / intervention and reassure everyone that on return to their home site, that they will be more able to remain calm, focused and self-regulated.

For periods of less than 1 week, it is recommended that pupils complete the light version of the Back-on-Track booklet, called 'Understanding my behaviour and the consequences'.

On return to the home site, there will need to be a formal restorative meeting between the pupil off-sited and any staff / pupils who were harmed / involved in the behaviours prior to the off-siting period. This restorative meeting is part of the repair and safe return to the home site.



Back-On-Track Curriculum

The Back-on-Track programme is designed to cover:

- Unpicking the causes of negative behaviours
- Understanding how emotions are regulated by the human brain
- Understanding the impact of negative behaviours on others
- Understanding own personal feelings at the time of negative behaviours occurring
- Understanding the 'anger arousal' cycle
- Understanding what needs to happen to put a wrong right
- Skills for managing feelings and strong emotions
- Skills for managing relationships with peers
- Planning for how to react differently in the same situation

There is an accompanying powerpoint.