ALTERNATIVE PROVISION FOR SCHOOLS

# Placing a learner with Hustle Hive

From first enquiry to first day

## A clear, safe start for every learner.

What happens at each stage, who is involved and when.

**1**

### School gets in touch

Contact us by email or through our website. We send our commissioner pack and invite you to visit.

**Reply within 24 hours**

**2**

### Referral sent

The school securely shares education, SEND, medical, behaviour and safeguarding information.

**School completes referral**

**3**

### Suitability review

Our designated safeguarding lead (DSL) and a Director review the referral and discuss it with the school.

**Within 5 working days**

### Can we meet the learner's needs safely?

**YES** We offer a place and arrange a joint meeting.

**NO** We explain why and suggest provision that may suit the learner better.

**IF SUITABLE**

**4**

### Joint meeting

The learner, parent or carer and school visit together. We agree days and transport and complete registration and consent.

**School, family and learner**

**5**

### Placement agreement

Objectives, days, attendance reporting, safeguarding arrangements and fees are agreed and signed.

**Before the start date**

**6**

### Getting ready

Individual risk assessment, healthcare and evacuation plans, transport arrangements and staff briefing.

**Before the first session**

**7**

### First day

Induction, workshop rules, fire drill, baseline assessment and the learner's first targets.

**Welcome and induction**

## THROUGHOUT THE PLACEMENT

**Absence reported by 10am**
Every absence or late arrival is reported the same morning.

**Safeguarding shared promptly**
Our DSL contacts your DSL straight away.

**Weekly attendance summary**
Sent to the school every Friday.

**Reviews every 6 weeks**
With the school, family and learner.

**Gavin Copland**
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Learners stay on your roll throughout
Monday to Friday, 9:30am to 2:30pm

**www.hustlehive.co.uk**