



National  
Guidance

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## Collaborative Provision

Collaborative Provision involves young people undertaking part of their education away from their home establishment, at sites run by other providers, for example by colleges, employers or training providers.

At times these providers will want to involve young people in outdoor learning, off-site visits or learning outside the classroom.

Before any provider is used to deliver collaborative provision, the home establishment should ensure that the provider is appropriately vetted and that a contract or service level agreement (SLA) is in place, which clearly lays down the minimum required operating standards. This contract or SLA should include the arrangements for any outdoor learning, off-site visits or learning outside the classroom. It should require providers to either comply with the policy and procedures for outdoor learning used by the home establishment, or to demonstrate that their policies and procedures covering this area are equally robust.

## Responsibilities of the Home Establishment

The home establishment should ensure that:

- They have a robust policy that sets out the operational requirements for collaborative working. This should include clear arrangements for the hand-over of responsibility for supervision.
- They have appointed a named co-ordinator to take over-sight and responsibility for the collaborative arrangements.
- The establishment's policy for collaborative provision is shared with the provider, and that the provider understands the requirements of this policy.
- If the provider does not comply with the same policy and procedures for outdoor learning and off site visits the home establishment should have a copy of the provider's procedures and understand how these operate.
- There is a contract or service level agreement with the provider.
- There is effective two-way communication to ensure both the provider and home establishment are kept updated on specific health and safety, medical, special educational needs, disability and pastoral issues.
- Parents are fully informed of the nature of provision (including any transport arrangements) and that appropriate consents are obtained.
- Quality assurance processes and procedures are agreed with the provider, including reporting procedures, and that these are subject to on-going review.

- Transport arrangements are properly risk assessed and subject to on-going review, informing parents as appropriate.

## Responsibilities of the Provider

The provider has a duty of care and must comply with legal requirements for health and safety and insurance.

The provider should ensure that:

- There is a policy document for collaborative delivery based on local protocols.
- There is a policy for safeguarding and child protection - made available to the home establishment.
- The home establishment and participants are supplied with accurate course information, including accreditation outcomes and the further learning, training or employment opportunities to which the course or activity provides direct access.
- There is a contract or service level agreement with a named home establishment or consortium of establishments, based on local protocols.
- They have appointed a co-ordinator for the designated provision.
- They have a copy of the home establishment's policy for collaborative provision, ensuring that they understand how this impacts on their own operational requirements.
- Any staff training needs are addressed.
- Risk-benefit assessments are in place.
- Quality assurance processes and regular reporting procedures have been agreed with the home establishment.

