

## **Direction Off-Site With Intent to Managed Move (DOWIMM) Scheme**

### **What is a Direction Off-Site With Intent to Managed Move (DOWIMM)?**

A Direction Off-Site With Intent to Managed Move (known as a 'DOWIMM') refers to a process wherein a pupil is directed off-site to another mainstream setting for a time-limited period and where the receiving school has the intent to offer a managed move when this period comes to an end.

The DfE advise that *"...whilst managed moves are a permanent move to another mainstream school, they can be undertaken following a period of off-site direction and as part of required planning and review of the time limited placement, alternative options are considered, including a managed move on a permanent basis (if a pupil is placed in a mainstream school)."*

DfE guidance states that off-site direction is *"when a governing board of a maintained school requires a pupil to attend another education setting to improve their behaviour. Whilst the legislation does not apply to academies, they can arrange off-site provision for such purposes under their general powers. Where interventions or targeted support have not been successful in improving a pupil's behaviour, off-site direction should be used to arrange time limited placements at an alternative provision or another mainstream school"*.

### **When is a DOWIMM appropriate?**

A DOWIMM is an intervention that should be used to improve behaviour. It may therefore be appropriate:

- Where all internal strategies and interventions have been exhausted and the pupil would benefit from a fresh start at another school.
- Where the pupil is at risk of exclusion.
- As an alternative to exclusion when the exclusion has been issued.

Any proposed DOWIMMs that falls outside the above criteria will be considered on a case-by-case basis in consultation with an Inclusion Adviser.

A DOWIMM should not be used:

- If a child has an EHCP, or is at 'yes to plan'
- If a child is in care
- To resolve low attendance

### **What is the process for securing a DOWIMM?**

Below is the process for schools considering a DOWIMM:

1. A pupil is at risk of exclusion. School has ensured that all appropriate internal school interventions have been carried out.

2. School arranges a preliminary meeting with their linked Inclusion Adviser and provides a Provision Plan.
3. In this meeting, an onward pathway is collaboratively agreed between school and the Inclusion Adviser. It must be clear that this is in the pupil's best interests.
4. Where a DOWIMM is a potential option which may be explored, school will reach out to schools local to the pupil's home address, as well as schools with good local transport links, to establish whether they would offer a DOWIMM.
5. a) If transport is not required, the DOWIMM agreement is completed and submitted to the Fair Access and Exclusions Team.  
b) If transport is required, the school must communicate with the linked Inclusion Adviser/ Fair Access and Exclusions Team with the name of the proposed school. At this point, a transport quote will be requested. On receiving the quote, a decision regarding the viability of the DOWIMM will be made by a panel of relevant NCC professionals. School will then be notified of this decision.

Once agreed, a DOWIMM will usually last for eight weeks.

### **What needs to happen prior to a DOWIMM commencing?**

Throughout a DOWIMM, the 'intent to managed move' requires that the receiving school welcomes the pupil as a member of the school community, and as such they will usually be placed on a full-time timetable and wear the receiving school's uniform. Furthermore, whilst a DOWIMM, as a form of Direction Off-Site, does not require pupil and parent/carer consent, a managed move does. Therefore, the Local Authority requires all schools to gain consent from the pupil and their family in advance of the DOWIMM taking place.

Before a DOWIMM begins, a planning meeting must be organised by the home school. This meeting should be attended by the home school, the receiving school, the parents/carers, the pupil and where appropriate, other professionals who may be supporting the pupil and their family.

The purpose of the planning meeting is the following:

- To ensure that the pupil and parents/carers understand the DOWIMM process.
- To establish any additional support which may be required, for example: SEND adjustments, engagement with social care professionals, access to breakfast club arrangements, transition timetables etc.
- To agree an individual engagement level (including attendance) which could trigger a review of the DOWIMM and to consider whether the pupil's engagement in the process will allow the pupil to meet the DOWIMM's objective. Inclusion Advisers can support with the setting of this individual engagement level where appropriate.
- To identify and agree dates for regular review meetings.
- To identify any requirement for transport, and if necessary, the creation of a Pupil Individual Travel Plan where required. It is important at this point that parental expectations are managed, and endeavours are made to find a local school. If any exceptional circumstances apply, these should be referred to the Fair Access and Exclusions Team.

Once a DOWIMM agreement is in place, both schools should engage in information sharing to ensure that both the DOWIMM and potential managed move has the best possible chance of success. A tour of the receiving school should also take place.

A DOWIMM Agreement should then be signed by both schools, parent/carers and the pupil. The Fair Access and Exclusions Team should be sent a copy of this Agreement via email (cs.fairaccessteam@norfolk.gov.uk).

### **Safeguarding**

As per '[Keeping Children Safe in Education](#)' it is essential that everybody working in a school understands their safeguarding responsibilities. Schools and their staff are an important part of the wider safeguarding system for children. This system is described in the statutory guidance '[Working Together to Safeguard Children](#).'

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred.

It is the responsibility of every member of staff, volunteer and regular visitor to schools to ensure that they adhere to the school's Safeguarding Policy, procedures and Code of Conduct. This includes the responsibility to provide a safe environment in which students can learn. When a DOWIMM is implemented, the relevant safeguarding information should be shared with the receiving school. This would include multi-agency plans, contact details for allocated workers and a plan made as to how safeguarding information will be recorded and shared with the Home School DSLs.

The Home School should seek written assurances that appropriate safer recruitment checks have been undertaken on staff at the receiving school as required in Part 3 of '[Keeping Children Safe in Education](#).'

### **What needs to happen during a DOWIMM?**

DOWIMMs should be monitored via regular contact between schools, as well as the pupil's family and wider professional network. Local Authority guidance strongly advises at least weekly correspondence, and that it is best practice to have fortnightly review meetings throughout the DOWIMM, with at least one being face-to-face, to review progress. All contact should be recorded.

The purpose of these review meetings is the following:

- To gain the voice of the pupil and their family.
- To allow the receiving school to address any concerns that the pupil and their family have and to identify any additional support they may need.
- To discuss potential interventions for any behaviour or engagement concerns, and to ensure that the home school share known strategies for this purpose.
- To allow the home school to plan for a potential reintegration.
- To review the Pupil's Individual Travel Plan (where one has been created).

A DOWIMM will usually last for 8 weeks but can be extended with the agreement of all parties, including the Fair Access and Exclusions Team, for behaviour or engagement reasons.

If the pupil is unable to attend school due to an authorised absence, the DOWIMM may be extended until they have been in attendance for a total of eight school weeks.

The receiving school might also request an extension in writing to provide more time for a pupil to exhibit improvements to behaviour that have been highlighted in a review meeting.

While a pupil is attending a DOWIMM, the home school should use attendance code D for the pupil. The receiving school should code a pupil's attendance as normal.

### **Safeguarding**

For dual registered pupils, appropriate, consistent and timely communication between the Home School and the receiving school is essential to ensure that each child receives the support they need promptly, in a trauma-informed way, and are effectively safeguarded. Therefore named points of contact in each school are required. This will ensure that each child receives the support they need in a timely and efficient manner and prevent any information being lost.

**For a pupil attending a period of off-site direction prior to a managed move and the pupil moving onto single roll, the Home School retains safeguarding responsibility for the pupil. Any concerns will be communicated to the named contact without delay.**

### **Why might a DOWIMM be ended before a pupil is offered a managed move?**

A DOWIMM can be ended by the receiving school for the following reasons:

1. If the pupil is involved in a serious breach of the school behaviour policy that would usually be grounds for a suspension at the receiving school.

A DOWIMM should not be ended for minor infractions of the behaviour policy. The receiving school should discuss any behaviour concerns with the home school, pupil and family as early as possible to establish a clear plan for maintaining the DOWIMM.

2. If the pupil's individual engagement level prevents the DOWIMM from being able to meet its objective.

If a DOWIMM is to be ended due to the individual engagement level preventing the DOWIMM from being able to meet its objective, evidence must be provided that demonstrates that efforts were made to identify and address barriers to attendance and engagement. Any engagement concerns should be raised in review meetings as early as possible to enable solutions to be explored and implemented. Any authorised absence cannot be used as a reason to end a DOWIMM.

3. The pupil and their family voluntarily end the DOWIMM.

If the pupil and their family decide that they would like to end the DOWIMM, their voice should be captured in the review meeting (see below) and form part of the pupil's reintegration to their home school.

When a DOWIMM is ended for any of the above reasons, a review meeting must be held and the DOWIMM Outcomes Form must be completed and sent to the Fair Access and Exclusions Team.

Any disputes between the home school and the receiving school will initially be referred to the Fair Access and Exclusions Team who will coordinate mediation between both parties to resolve the dispute.

If this is unsuccessful the dispute will be referred to:

- the relevant Fair Access Panel or;
- a virtual panel convened by The Fair Access and Exclusions Team, including colleagues from the Inclusion and SEND Team and other Headteachers.

### **What needs to happen if a DOWIMM ends?**

If a DOWIMM ends before a managed move is offered, pupils will be supported to reintegrate back into the home school's community. A pupil will be offered a reintegration meeting; resources for this can be found [here](#). A plan for reintegration should be generated before the pupil returns to their home school and should give the pupil a clear sense of a 'fresh start' if they return to the home school.

Information about the ending of the DOWIMM, as well as any successes that the pupil experienced over the course of the DOWIMM, should be shared by the receiving school.

### **What needs to happen if a DOWIMM is successful?**

If at the end of the DOWIMM the receiving school agrees to take the pupil on roll as a permanent Managed Move, then the Managed Move Agreement should be signed by both schools and the pupil, as well as their parents/carers. The Fair Access and Exclusions Team should be sent a copy of this agreement.

Upon the completion of the Managed Move, both the home school and receiving school must inform the CME Team in line with the standard procedures.

#### **Safeguarding**

Once a pupil is single registered at the point of the managed move, as per 'Keeping Child Safe in Education' the Designated Safeguarding Lead should ensure their child protection file is transferred as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term. The Designated Safeguarding Lead should ensure secure transit, and confirmation of receipt should be obtained.

## **What are transport arrangements for a DOWIMM?**

As outlined above, the Local Authority may provide transport for some DOWIMMs if it is considered appropriate by a panel of relevant NCC professionals, via the school's Inclusion Adviser.

The home school will discuss with parents/carers how the pupil will get to the receiving school and explore whether the parent/carer can transport the pupil, or the pupil is able to transport themselves. Transport will be provided in line with Norfolk's [Home to School Transport Policy](#), in the most cost-effective manner. For example, a bus pass will be provided if a suitable public transport route is identified. If no buses are available (within a 1.5-mile walk) more bespoke transport may be offered. Pupils may be expected to reach a boarding point for transport such as a bus or taxi. Anything exceptional to Policy will only be considered on a short-term basis once all other options have been exhausted e.g. Parental Fuel allowance. It is expected the school, parents and child will work together to lessen the need for bespoke transport via a Pupil's Individual Travel Plan.

Transport will be provided for the duration of the DOWIMM and if successful, it will continue for the time that the pupil attends the receiving school. Transport will only be provided at the standard start and finish times of the receiving school. It should be noted that some pupils may have a Pupil's Individual Travel Plan which may require transport to be reviewed to ensure that pupils are supported to be independent.

If something different to the Home to School Transport Policy is requested, this will only be considered and authorised by the Fair Access and Exclusion Team, in conjunction with the Transport department, where there is strong supporting evidence. This may include significant safeguarding concerns, high risk of Child Criminal Exploitation and/or Child Sexual Exploitation, specific SEND that may increase vulnerability or a risk of absconding.

Further guidance regarding exceptional circumstances can be found [here](#).