

Policy and Registration Forms Contents 2026-2027

All up-to-date policies are available to download from the OnTrak website

New Student Registration Forms **Please note that we cannot offer a placement for your student until we have received the registration forms and other appropriate paperwork.**

Service Level

Agreement

1. New Student Registration Pack
2. Service Level Agreement (SLA) - **only to be filled in for new organisations and / or new academic year**

Statutory Policies

1. Organisation Structure
2. Safeguarding, Child and Vulnerable Adult Protection Policy
3. Admissions Statement
4. Exclusion Policy
5. PREVENT Statement
6. Security Threats Policy
7. County and Local Lines Statement
8. Modern Slavery and Human Trafficking Policy
9. Online Safety Statement
10. Behaviour Policy and Statement of Behaviour Principles for Students, Volunteers and Staff **(includes Student Code of Conduct)**
11. Equality, Diversity, Inclusion and Cohesion Policy

12. Alternative Provision Curriculum Policy
13. GDPR UK Policy
14. Administration of Medicine Policy
15. First Aid Policy and Covid-19 and other outbreak statement
16. Complaints Procedure
17. Single Central Record – on request **(includes Training undertaken)**

Statutory Risk Assessments

1. Health and Safety Policy and General and Work Experience Risk Assessment
2. Go Karting Risk Assessment
3. Mini-Bus and Car Risk Assessment
4. Camping Risk Assessment
5. Bike Giveaway Risk Assessment

Other Best Practice Policies

1. Designated Teacher Policy (looked after and previously looked after children)
2. Environmental Policy

Participation and Consent Forms

Early Intervention Programmes Participation Forms

1. Participant Consent Form
2. Health and Safety, and General and Work Experience Risk Assessment
3. Go Karting Risk Assessment
4. Mini-Bus and Car Risk Assessment

Risk Assessments 5. Certificate of Insurance (PLI and ELI all inclusive)

Insurance

Volunteer and Work Experience Forms 6. Volunteer and Work Placement Policy - **includes volunteering application form**

Bike Giveaway Forms 1. OnTrak Bike Giveaway Rules
2. Bike Giveaway Risk Assessment
3. Certificate of Insurance (PLI and ELI all inclusive)

Risk Assessment

Insurance

OnTrak Financial Information 1. OnTrak Bank Details
2. Certificate of Insurance (PLI and ELI all inclusive)

Insurance