

Harland House Policy



Updated January 2017

Purpose/aim of Harland House

- Provide a flexible and meaningful intervention responsive to the particular needs of the students attending.
- Provide on-going assessment and support for students experiencing emotional stress and behavioural difficulties with the aim of enabling each young person to access the curriculum and participate fully in school life.
- Provide a secure, reliable and nurturing environment where students work in partnership with caring adults to achieve success.
- Help young people to learn to behave appropriately, use their curiosity constructively, improve their self-esteem and develop confidence through close and trusting relationships with adults.
- Work in partnership with parents and relevant agencies to enable consistency of approach, both at home and at school.

Harland House Mission Statement

We aim to provide a safe, secure and nurturing environment in which students can excel and thrive. Students' thoughts, feelings and opinions will be valued and students challenged and motivated to achieve their personal goals, to promote a sense of achievement and self-worth because every child matters at Harland House.

Description

Harland House is an Enhanced Resource Provision jointly initiated between Bridlington School, The Hub and the Local Authority to cater for KS3 & 4 students with Educational Health Care Plans. It caters for small groups of KS3 and KS4 students who experience social, emotional and mental health difficulties.

KS3 is based in a house in grounds of Bridlington School. This self-contained area contains a kitchen, comfortable seating, toilets and gardens as well two classrooms and a small breakout room. KS4 is situated within the main school and students are able to access more areas. The aim is to further develop students' social and academic skills by encouraging independence and integration within a mainstream school environment. Hopefully, this will give our students the confidence to move into further education. Both areas are self-contained, creating a homely feel, with a kitchen, comfy area, toilets and gardens, as well as classrooms fitted with ICT facilities.

Harland House students enjoy bespoke learning pathways tailored to their individual needs and recognise the need for peer group and adult interactions.

Harland House is the base for these individual pathways but they also reach further into the student's home, through purposeful curriculum enhancement trips and visits, and at other suitable venues away from Harland House.

All students are offered a rich and varied curriculum including literacy and numeracy, the sciences, ICT, humanities and art and design. Approaches to teaching and learning are equally varied and range from adult led activities, independent learning, student-led learning and a variety of computer packages. A further competency based curriculum is used to develop social, emotional and behavioural skills and key learning skills.

Referral Procedures

Students are referred by the SEN Team at the East Riding of Yorkshire Local Authority as a result of Educational Health Care Plans. The admission procedure can be obtained on request.

Review

The academic progress of each student is monitored closely and reported on regularly. The student's emotional and behavioural progress is monitored equally as rigorously to ensure that any barriers to learning are tackled effectively and robustly. Where appropriate consultations with the Educational Psychologist and other professionals take place. In addition to the regular academic and emotional and behavioural reporting formal face-to-face reviews with parents/guardians take place annually through our SEN academic reviews.

Reintegration and transition

Reintegration back into mainstream settings and/or transition to KS4/5 provisions are planned in consultation with students, parents/carers, Harland House staff, and other key stakeholders in line with the requirements of Statements of Educational needs / Educational Health Care Plans.

Parental links

Harland House staff work in partnership with parents. All students attending Harland House require resources beyond those usually provided by the school. As well as formal annual reviews, regular informal discussions will take place concerning the progress of the students.

The Head of Harland House is responsible for dealing with any complaints from parents. Complaints that remain unresolved will be referred through the school's normal complaints procedure. A copy of the complaints procedure can be obtained via the Head of Harland House.

Staff

All our staff are well qualified and experienced and currently consist of:

Mrs Ilena Williams - Head of Harland House Teacher KS3

Mr Black - Teacher KS4

Mr O'Sullivan - Pastoral Manager

Mr Smales - Pastoral Manager

Miss Stuart-Evans - Teaching Assistant KS3

Mrs Jones - Teaching Assistant KS4

Mr Jackson - Teaching Assistant KS4

Staff Roles

The **Head of Harland House** has overall responsibility for Harland House. This includes:

- The operational management of Harland House
- Management of Harland House staff including Performance Management Cycle
- Monitoring and reviewing the provision
- Ensuring Health and Safety procedures are followed in accordance with LA policy
- Ensuring that Harland House operates within the guidelines of LA policy on equal opportunities
- Liaising with the relevant parents, school staff and other Key workers
- Managing Harland House budget and resources

The **teachers** support the Head of Harland House in all matters related to Harland House and are responsible for the day-to-day running of the unit. This includes:

- providing a carefully planned day where there is a balance of learning and teaching, support and structure within a home-like atmosphere
- Working toward the aims of Harland House
- Co-ordinating admission and reintegration of students
- Organising and planning the activities and curriculum in order to meet the needs of the students – subject related learning and social, emotional and behavioural needs
- Liaising with the relevant parents, school staff and other Key professional workers
- Develop and review IEPs and attend formal reviews
- Keeping records of student progress
- Develop systems to maintain high standards of behaviour and attendance
- Co-ordinating the work of the Pastoral Managers and Teaching Assistants
- Actively working in partnership with parents and families
- Helping students to manage successfully in a wide range of situations
- Participating in INSET and delivering INSET where appropriate
- Contributing to school policies and procedures – particularly in relation to Harland House

The **Pastoral Managers** support the Head of Harland House and the teachers in all matters related to Harland House. Their role includes:

- Providing in-class, and pastoral support for Harland House students
- Organising and leading activities that help students develop social, emotional and behavioural skills
- Assisting in organisation and administration
- Working towards the aims of Harland House
- Working with individual and small groups of students
- Participation in INSET
- Assisting teachers in planning and assessment
- Liaising with relevant parents, school staff and other Key professional workers
- Actively working in partnership with parents and families

The **Teaching Assistants** support staff and students. Their role includes providing educational and pastoral support to students, assisting students individually, and in groups, under the direction of the teachers and assisting staff to achieve the best educational and social outcomes of students.

Health and Safety Statement

1. Introduction

Harland House is a provision for vulnerable, and often challenging, KS3 students who experience social, emotional and mental health difficulties **and** have an Education Health Care Plan from the East Riding of Yorkshire Council. It is based in two self-contained areas and is part of the inclusion provision of Bridlington School Sports College and The Hub.

Harland House is committed to achieving the five required outcomes of the Children Act 2004 'Every Child Matters,' i.e. that all students:

- Be healthy;
- Stay safe;
- Enjoy and achieve;
- Make a positive contribution;
- Achieve economic well-being.

The health, safety and welfare of all who work or learn at Harland House is therefore of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Headteacher of Bridlington School, along with the LA, take responsibility for protecting the health, safety and welfare of all students and members of staff, parents and the general public when they are using the services of Harland House.

2. Aims

This Health and Safety policy aims to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for all employees and other persons and to provide such information, training and supervision as is necessary to achieve this.

3. Responsibilities

The East Riding of Yorkshire Council retains overall responsibility for health, safety and welfare within education establishments, including Harland House.

All Health and Safety issues to be directed in the first instance Helen Evans in Bridlington main school. Extension number: 211

All employees have a duty under Section 7 of the Health and Safety at Work Act to take care for their own safety and that of other workers, and to co-operate with the employer so as to enable it to carry out its own responsibilities successfully. Furthermore, the following requirements are expected of every employee:

- Carry out assigned tasks and duties in a safe manner in accordance with the instructions, departmental methods and procedures and comply with safety rules, regulations and codes of practice;

- If aware of any unsafe practice or condition, or if in any doubt about the safety of any situation consult the Deputy Head Teacher of Inclusion;
- Obtain and use the correct tools, equipment and materials for the work and not use any that are in an unsafe condition;
- Use the guards, safety devices, safety equipment and personal protective equipment provided;
- Identify any training needs and bring them to the attention of the assistant Head teacher;
- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions;
- Co-operate with the employer or any other person so far as is necessary to enable any statutory duty or requirement to be performed or complied with;
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or welfare, or do anything likely to endanger oneself or others.

For more details regarding responsibilities refer to the East Riding of Yorkshire's Corporate Health and Safety Council Policy.

4. First aid

First aid procedures and first aid box contents will be in accordance with the Authority's Guidelines Relating to the Health and Safety (First Aid) Regulations 1981. Bridlington School has designated first aiders including two Harland House staff who are currently trained in 'Emergency First Aid' in order to make available sufficient personnel. They can:

- a) Give resuscitation
- b) Control bleeding
- c) Treat unconsciousness
- d) Apply Epipen if needed

A first aid box is kept in the office. A traveling first aid box can also be found in the office and should be taken on educational visits. Stock will be replaced as required. Current First Aid Trained staff at Harland House are – Ilena Williams, Jon Smales, Brad Jackson, James Black.

5. Accidents

An accident record book is kept and completed for every accident or injury, however minor. Parents/carers are informed of any accidents. Should this be the result of a Health and Safety issue it will be reported to Helen Evans.

6. Child Protection Procedures

All adults working in Harland House have a responsibility to safeguard and promote the welfare of children using the protocols already described. They have up-to-date training which has taught them the need to be alert to possible abuse: physical, emotional, neglect, sexual and extremist behaviour.

All concerns must be recorded and reported to Jan Elmhirst - the Child Protection Officer in line with Bridlington School policy – School Child Protection and Safeguarding Children Policy.

In the event that this is not possible, staff may contact:

Tony Marsh: 01482 392139

Emergency Duty Team: 01482 396525

Emergency Services: 999

7. Toileting

There are shared toilets for staff and students. Staff should ensure the toilet area is vacant before using. In the event of dealing with spillages of bodily fluids such as when a student accidentally wets or soils himself, or is sick while on the premises staff will respond in a manner appropriate to the student's age and ability and the circumstance. This will usually mean students taking responsibility for their personal cleanliness.

Parents are always informed in the event of an 'accident' and a plan will be agreed with the parents as to an appropriate response should there be an on-going issue.

In the event of staff assisting a student they should:

- Respect the student's feelings and privacy
- Discreetly see to the student within earshot of another adult promptly and quickly
- Wear disposable aprons and gloves
- Dispose of soiled sanitary items using the bin in the staff toilet
- Place soiled clothes in a carrier to give to parents/carers
- Ensure toilet area is cleaned- contact FourteenForty.
- Wash hands as soon as changing is done
- Dry hands using paper towels.

8. Emergency evacuation procedures

In the event of a fire, gas leak or bomb threat (or any other need to evacuate) Harland House staff should sound the alarm by breaking the nearest fire alarm break glass point if necessary, and report to SLT.

Staff must lead and escort pupils exiting the building via the nearest fire exit. They should assemble at the designated assembly point at the front of the Harland House in the garden. Harland House staff will check all are present, fill in the fire drill paperwork and await further instructions from SLT.

9. Smoking, alcohol and drugs

Bridlington School and Harland House operate a no smoking policy. Students who bring in tobacco or alcoholic products (including lighters and matches) will have these confiscated. Parents/carers will be informed and sanctions imposed. Parents who smoke on the premises will be politely reminded of our policy.

If any illegal drugs are known to have been brought onto the premises the Headteacher will be informed and the police informed.

10. Visitors

All contractors and visitors must report to reception and sign in. Visitors should never be left unattended with Harland House students (unless they are solely with their own child.)

11. Organisation of the day

Students start at 8.35am and finish at 1.35pm. Staff can extend the school day for students who need to catch up on any work missed during the day. If the student is going to be late home, staff will contact parents. Staff should be in the building before students arrive to greet students and parents alike. Students should enter through Harland House gate (road side). Staff should check all is well and sort out any issues that may affect a student's behaviour. Once all students have arrived, and parents/taxis left, both gates will be locked, the big side gate will be locked, and the exterior doors will be shut and locked. This process will be reversed at the end of the day.

12. Food and Hygiene

Breakfast, break times and lunch aim to further develop our students' social, emotional and behavioral skills. Students are encouraged to try a variety of healthy foods.

All KS3 HH staff have City and Guilds Level 2 Food, Safety and Hygiene Certificates. At lunch, KS3 students will be supervised within Harland House and the grounds and have dinner provided (voluntary contributions are requested); KS4 students have supervised access to the main school canteen.

For the benefit of our students we operate under 'Healthy Food for Schools'. Students are asked to not bring in energy/fizzy drinks, sweets, and foods that contain high levels of additives etc. Packed lunches are not allowed at Harland House.

13. Indoor area/equipment

There are various potential hazards in the school. Students should only use Design and Technology equipment e.g. knives, cookers, saws with supervision. Dangerous equipment is stored locked away should be returned to the correct place. Students are not allowed in the kitchen, office or storeroom unsupervised.

14. Outside Area/equipment

Harland House has its own grounds. Students are not allowed outside without a member of staff supervising. (The exception to this is when a student needs some space to calm, or has permission in order to develop independence and/or trust. Even in this situation an adult needs to be in a position where the student can easily be seen.) At times it is beneficial for the group to be split between the gardens and the classrooms. Where staff are working in isolation they should take a mobile phone with them. Students should be escorted between areas where possible or staff communicate that a student is moving from one area to the other.

14. P.E.

Students should always be closely supervised in PE. Jewellery should be removed prior to PE sessions. All equipment should be stored away after use in its appropriate place.

15. Security

Once all students have arrived at Harland House, gates and external doors are locked. Visitors are asked to report to BSSC reception who will inform Harland House on their arrival. All the windows have a safety catch which hinders them being intentionally opened wide. These can be overridden by staff in the event of an emergency.

16. Missing Child Procedure

While every precaution is taken, if a student is determined to leave the building and grounds, they will find a way! In the event of a student leaving, Harland House premises should be searched. If the student is found on the premises or just outside they should be encouraged back in as soon as possible. They must not be chased. If a student is not found or hasn't returned within 10 minutes, parents will be contacted and the police informed that a student is missing.

17. The use of physical intervention

Harland House follow Bridlington School's policy for use of physical intervention with students. We fully recognise the importance of safeguarding children and play a full and active part in protecting students from harm. This policy should be used in conjunction with Bridlington School safeguarding policies and procedures and the Positive Discipline Policy.

Physical intervention should only be used in an emergency and when all other strategies have failed.

Only members of staff who have successfully undergone TEAMTEACH Physical Intervention training. All other members of staff should send for assistance if they are unable to manage a student's behaviour.

Physical intervention may be used for (but only as a last resort):

- Self defence
- Serious risk of injury to the student
- Serious risk of injury to other students/adults
- Serious risk of damage to property, BUT only if this endangers the safety of the student/others

Physical Intervention must use 'reasonable force'. This should be the minimum to achieve the desired result. In all cases the force used must be PROPORTIONATE to the seriousness of the behaviour or the consequences it is intended to prevent. Any other students who are at risk should be removed from the vicinity.

This policy applies when a member of staff is on the school premises or has charge of a student elsewhere e.g. fieldtrip or activity out of school.

TEAMTEACH techniques seek to avoid injury to the service user, but it is possible that bruising or scratching may occur accidentally, and these are not to be seen necessarily as a failure of professional technique, but as a regrettable and infrequent side effect of ensuring that the service user remains safe.

18. Educational visits

Trips are an important element in the development of social, emotional and behavioural skills, and competency based curriculum. All trips are planned with specific pupils and their needs in mind. A risk assessment always takes place before the event and continues to be reassessed during the trip itself. Harland House staff will organise all educational visits following the guidelines of the LA Council. Harland House will use the LA system ROVER to record details of educational trips. They will complete all relevant Generic Risk Assessment form for each year and store completed forms in the office. A Specific Visit Risk Assessment will address any extra issues relevant to the specific site/group/activities involved. This information will be shared with all leaders. During each visit, all leaders should always be alert to the possibility of new hazards, and be ready to take additional precautions and adapt the planned programme, as necessary (no additional written risk assessment is necessary). The school's educational visits coordinator will be sent the details in order to approve the activity.

19. Transporting Students

In a small nurturing environment, transporting students either for educational visits and/or taking them home is essential. This will again be done in line with LA Council guidelines. Where young people travel in private vehicles, the Head teacher must be satisfied that:

- the vehicle has a current tax and, if applicable, MOT certificate;
- minimum of third party insurance is in force for the relevant time;
- the vehicle is being driven in accordance with the "Limitation of Use" clause in the Certificate of Insurance;
- the driver has full indemnity against legal liability to passengers and other road users;
- the driver is sufficiently healthy, competent and suitable to drive;
- Parents have been fully informed and given their written consent to arrangements.

In most cases, drivers will be the Harland House staff and personnel employed by the authority. They will be asked to complete 'Validation Form (V4) for use of private vehicle additionally, for those employed by or for the school'.

20. School Uniform

Harland House believes that all students wearing the correct uniform increases a sense of belonging and school pride. Harland House uniform consists of the following:

Uniform

Harland House Jumper

Harland House White Polo Shirt

Plain black trousers – No Jeans, Skinny Jeans, Jogging Bottoms or Skirts

Black Shoes

PE Kit

Harland House White T-shirt

Plain Black Shorts / Jogging Bottoms – No Stripes

Trainers

Harland House Black Hoodie (optional)

Uniform can be purchased from Pineapple Joe's Ltd, Bessingby Industrial Estate, Bridlington YO16 4SJ

Phone: 01262 672733 www.pineapplejoes.com

If you have any concerns about uniform, please contact Harland House.