

Action plan 2017 to 2020

Ranby CE was built in 2008 and met the current legal requirements for disabled access at the time of being built.

Target	Strategy	Outcome	Who	Review
Staff know how to meet the needs of pupils with a disability/medical or educational need	Specific targeted training for staff as needed and refresher training	Staff confident when dealing with pupils educationally and/or medically Individual needs are taken into consideration when teaching/planning visits	SENCo half termly check/new intake All staff to maintain/update own records Head teacher	September 2017 September 2018 September 2019
Photograph of pupils with medical need/disability/allergy and where necessary symptoms/treatment which would require adult intervention	Photo of individual pupils who have a disability/medical/allergies to be displayed	As above plus; All staff/supply staff will have visual reminders of pupil needs in classrooms & staffroom (This is in addition to IHCP) List in First Aid bag used for outings	SENCo half termly check/new intake All staff to maintain/update own records Head teacher	September 2017 September 2018 September 2019
Individual Health Care Plans, to including asthmatic pupils	IHCP used/referred to and monitored by SENCo/HT & staff	Staff will have a clear plan of action drawn up with the parent/s of what to look for and do in during a medical situation	Parent/s SENCo Head Teacher	As required if frequent changes/need alters September 2017 September 2018 September 2019

Corridors and pathways kept clear of obstacles/debris/foilage	Staff to keep own classrooms tidy during school day and remove all obstacles. Communal areas kept obstacle free and tidy Regular garden/outdoor maintenance	All corridors and pathways will be clear of potential hazards for all	All staff School caretaker Gardeners	Daily On-going
Checks of specialist equipment e.g. support chair	Visual daily checks of equipment by staff & pupil where applicable. Annual checks by providers of equipment where applicable	Equipment will be fit for purpose and safe for pupils to use.	All staff SENCo Head teacher Providers of equipment	Daily On-going
Fire bell and Evacuation drill	Visual and audible checks Termly practice of evacuation Pupils/staff who require additional help to evacuate is clearly noted in School Emergency Plan and staff aware of their responsibilities	Pupils and staff are aware of how to safely evacuate the school building/site Pupils/adults who require additional help are identified and noted in SEP	Head teacher All staff	Daily Weekly Termly September 2017 September 2018 September 2019

Maintenance checks of hand rails in toileting areas and accessible sink in main accessible toilet	Visual daily checks of hand rails/sink during routine cleaning	Hand rails will be secure and fit for purpose Sink in main accessible toilet is in full working order	All staff Caretaker	Daily On-going
Automatic door in working order and activated	Ensure automatic door is working at all times and maintained	All visitors can gain easy access to the school site	Caretaker Head teacher Office staff	Daily -going