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ST. ANNE'S SCHOOL AND SIXTH FORM COLLEGE RESIDENCE



RESIDENCE STAFF HANDBOOK

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Abbreviations used through-out this booklet:

A/S CCO – Acting Senior Child Care Officer

ASD – Autistic Spectrum Disorder

CCM – Child Care Manager

CCO – Child Care Officer

DeP – De-Escalation Plan (previously known as a Positive Handling Plan)

EVOLVE -

IEP – Individual Education Plan

M&H – Moving and Handling

MiDAS – Minibus Driver Awareness Scheme

NCA – Night Care Assistant

NMS – National Minimum Standards

OFSTED – The Office for Standards in Education

PECS – Picture Exchange Programme

PEEP's – Personal Emergency Evacuation Plan

PSHE – Personal Social Health Education

ROVER – Record Of Visits East Riding (online)

SALT – Speech and Language Therapist

SCCO – Senior Child Care Officer

SEND – Special Educational Needs and Disability

SLD – Severe Learning Disability

TEACCH – Treatment and Education of Autistic and related Communication Handicapped Children

INTRODUCTION

I hope you will find the information in this guide to be a useful and a starting point. This guide is designed to give a basic outline of St. Anne's procedures and **NOT** a complete and comprehensive overview of policies and procedures which can be found on the school website.

GENERAL INFORMATION ABOUT ST. ANNE'S SCHOOL

St. Anne's School is an all age, 2-19, SLD School situated on the west side of the City of Hull. The school is designated 130 places.

The school was built in the 1970's and over time funds and space permitting has adapted to an ever changing cohort. St. Anne's is classed as a day school with residential provision. The residence is open 48 weeks of the year closing for two weeks in the summer and public holidays.

We have a hydrotherapy pool, sensory room, sensory garden, trike track, poly-tunnel area, and two outdoor play areas with safety surfaces.

Pupil intake is from a wide area across the East Riding from Bridlington, Withernsea and Goole.

All pupils have an Education Health Care Plan.

ADMISSION INTO THE RESIDENCE

Children / young people from the East Riding and other authorities can access the residence from 5-19 years (all pupils need to be on the school roll). A Resource Panel meets monthly to review overnight provision for East Riding children / young people.

Before a child / young person starts to use the residence, parents and the child / young person (if appropriate) are invited to visit both to discuss their needs and for general information about the residence.

ALCOHOL AND DRUGS

The abuse of alcohol or drugs is a safety and health hazard and if there is any suspicion that a member of staff or visitor is incapacitated, this must be reported immediately to the CCM. Staff must not consume alcohol or be under the influence of alcohol or drugs whilst on site at St. Anne's.

ANNUAL REVIEWS

Link-workers are required to write an Annual Review / Education Health Care Plan report for their allocated pupils. At the start of the academic year a list of annual review dates and a date of when it is expected by will be available in the office.

Information should be obtained from all appropriate staff within the residence prior to completing the report. Information on report writing is available to all linkworkers.

BATHING/SHOWERS

In residence every child / young person will have the opportunity to shower or bath every evening or more often if required. This is a requirement for children / young people who are padded overnight.

The level of support and supervision required is determined by individual need but would generally be 1:1 staffing, unless the child / young person's DeP or M&H assessment states otherwise.

Safety, privacy and thorough hygiene are paramount. Children / young people should be encouraged to be as independent as possible with staff using appropriate levels of verbal, gesture and physical support.

A children / young person should never get into a bath before the water temperature is checked (the hot water is regulated and dipping thermometers are provided). Levels of supervision can range from full to regular unobtrusive checks for safety and thoroughness.

When helping individuals with bathing or showering consideration should be given to the following:-

- Be prepared – have everything you might need ready to hand.
- Bathrooms must be well ventilated and kept at a comfortable temperature.
- Wet slippery floors must be made safe immediately
- Baths must be cleaned between uses.
- Special equipment should only be used in accordance with the manufacturer's instructions and by staff who have received guidance in their use.
- Individual's own toiletries and other personal possessions should not be left in bathrooms.
- Communal supplies only to be used if entirely necessary and should be locked away when not in use.
- Any problems with equipment or water supply must be reported immediately to a senior member of staff.

Bath times must be a safe, private and pleasurable experience for pupils as well as an opportunity to develop PSHE skills.

CHILD'S / YOUNG PERSON'S POSSESSIONS

Where possible and always when the child / young person is present, ask them to collect items from their own bags or seek their permission to remove something from their bag. Always respect the child / young person and their personal possessions and explain why you are removing items.

On occasions due to the learning difficulties and care needs of our children / young people it may be necessary to remove items of clothing, nappies etc as part of care routines without them being involved. Parental consent is given for this.

CHILD'S / YOUNG PERSON'S CLOTHING

Parents are asked to provide adequate amounts of appropriate labelled clothing (one complete set for each overnight stay plus a spare) We only launder clothes if they have become soiled or a child / young person does not have enough for the length of their stay. Do not wash clothes unnecessarily – this increases the possibility of items going missing.

All clothes and personal property must be treated with care and respect. Used clothes should be packed away neatly in the child / young person's overnight bags.

Children and young people as appropriate should be encouraged to look after their own possessions, put their clothes away and respect others' property.

COMMUNICATION AND INTERACTION

St. Anne's is committed to supporting all pupils to enable them to become effective communicators.

We work closely with expert SALT professionals to provide the most appropriate system of communication for all pupils. Training for staff and parents is provided by SALT and staff from St. Anne's to ensure a seamless and consistent approach across the school and residence setting.

We use a variety of strategies for augmentative communication for example, signs and symbols, objects of reference, Talking Mats and PECs.

For our pupils with ASD we ensure that visual support and structured teaching is incorporated into their daily routines and learning activities- TEACCH resources are used widely across the school and residence settings.

CONFIDENTIALITY

Staff at times will be exposed to confidential information about children / young people, it is essential that all staff respect St. Anne's ethos of privacy, and therefore do not discuss work matters with friends, family or others outside of St. Anne's. Failure to comply with this request could lead to disciplinary measures.

DIARY

The diary is kept in the residence main office, and referred to at the start of each shift by the CCM/SCCO. It is a requirement by the NMS that diaries are kept after expiry.

It should include the following information:-

- Appointments
- Meetings
- Education Health Care Plans, Annual Reviews and other care planning meetings
- Tasks for staff to complete that day (ticked when completed)
- Special events
- Other information relevant to a particular day (eg. absences known in advance – with reason)

It should not include:-

- Confidential information
- Children / young people's surnames

EQUALITY

St Anne's School and Sixth Form College is an equal opportunities employer. Behaviour displayed by staff to be against the spirit of equal opportunities whether for reasons of age, disability, ethnic origin, gender, religion or sexual orientation will be unacceptable and should be brought to the attention of the Headteacher (see also Anti-bullying Policy)

ELECTRICAL SAFETY

It is the responsibility of all staff to ensure that they look carefully at all electrical equipment before they use it; looking for wear and tear and general condition of plugs, cables and equipment - taking out of use and reporting all defects to a senior member of staff.

FOOD AND FOOD HYGIENE

The school and residence is 'a nut free zone'.

Staff must wash their hands before and after handling food. Students and staff must wash their hands before mealtimes.

A number of staff have undertaken food hygiene training and staff regularly involved with food preparation should request such training.

Staff are provided meals when working with the children / young people in the residence, and therefore eat in the dining areas. Menu's are available on the kitchen door. Special diets can be catered for – however catering staff are NOT expected to provide for staff preferences ie. prepare another meal if you don't like something.

GOVERNING BODY

The governing body is made up of representatives from the Local Authority, Parent Governors, Staff Governor, Co-Opted Governors and the Headteacher.

GUIDELINES FOR CHANGING CHILDREN / YOUNG PEOPLE

It is recommended that staff wash their hands before and after changing a child / young person and wear disposable gloves and aprons. If a bed is being used the child / young person should be laid on disposable bed paper or a towel that is then put into the wash - not the quilt itself.

If using the bath for changing, this should be wiped down using disposable wipes.

The pupil should be cleaned using warm water, conti – soft wipes and items from their own toiletry bag. Sudocrem and Vaseline can be used if sent in for individual use.

All soiled clothing is to be sluiced and washed before going home.

HEALTH AND SAFETY

Health and Safety Law states that all employees have legal duties. They include:-

- **Taking reasonable care** for your own health and safety and that of others who may be affected by what you do or do not do.
- **Co-operating with your employer** on health and safety.
- **Correctly using work items** provided by your employer, including personal protective equipment in accordance with training or instruction; and
- **Not interfering with or misusing anything provided for health, safety or welfare.**

IEP's

IEP's are in place for all pupils within St. Anne's.

ICT TECHNICAL SUPPORT

Please inform the SCCO immediately of any concerns / problems.

ILLNESS

Should a pupil become ill during their stay, please inform the SCCO immediately.

If a staff member becomes unwell, please inform the SCCO immediately.

INTERNET USEAGE

Staff must ensure that sites accessed have appropriate content and that pupils are not left unsupervised if accessing the internet.

Staff are able to use search engines for personal use but must ensure that they are not accessing inappropriate sites or downloading offensive material or sites which may endanger the integrity of the computer system. Staff must not download software that they are unsure of and should consult technical advisor before installing software. Personal use of computers should be restricted to a reasonable level at appropriate times and be in line with the school's acceptable use policy.

KEYS

The residence building has numerous keys, which can be accessed by all staff – please remember to check all pockets before the end of your shift.

LINK WORKERS

These are the full time CCO's, who liaise with the class teacher re progress, targets and assessment.

MEDICATION

All staff should be familiar with the medical needs of each child or young person in their group. SCCO's are responsible for the administration of daily medication and recording; they receive training on medicine protocol. Medication held on site is kept in a locked cabinet in a locked area, it is prescribed to the individual child / young person, and any discrepancies of doses will be rectified before administration. Weekly drug checks for monitoring are in place.

When a child leaves the building for an outing, a copy of the care plan and emergency medicines will be held by the group leader. Support and training is available to any staff member to develop their medical competencies in this area.

MEETINGS

Staff meetings are held in residence Monday – Thursday; 3-3.30pm for all staff on duty to attend.

MINIBUS USE

Only those staff holding a MiDAS licence and tacho graph card can drive the mini bus.

If the minibus is used please report any defects, damage or low fuel level on your return.

The keys for the mini bus are held in the residence office and should be returned there at the end of your visit.

MOBILE PHONE USE - STAFF

Staff must **NOT** carry their mobile phone on them during work time, even if on silent. Mobile phones can be left in staff pigeon holes / office and accessed at intervals – however the SCCO on shift should be made aware of this. In a family emergency the SCCO may suggest you carry your mobile on you – but as soon as it rings you **MUST** leave the area before answering the call. All phones now have cameras on them, staff caught using their mobile in a working children’s area, could be accused of using this inappropriately and may be asked to report to the CCM.

A SCCO may be seen using their mobile phone, especially over a weekend, their phone should be left in the office and will be used to contact staff when absences arise.

When taking a trip out, you may be asked to take your mobile out for emergency purposes, permission at this point is given to make calls when with the children, providing they are work related.

ON LINE SAFETY

Staff should familiarize themselves with the contents of the Online safety policy (on the school website). Staff are required to complete an acceptable use form confirming they are aware of the policy.

Staff must keep pupil and staff information confidential and should not engage in any social networking site in such a way as could bring the school or other staff into disrepute. Such action could lead to investigation and possible proceedings under the staff disciplinary policy.

PARENT COMMITTEE

The ‘Friends of St. Anne’s’ organise fund raising activities and hold meetings of support and interest for all parents.

PERSONAL CARE – CHILDREN AND YOUNG PEOPLE

Girls should be supported to be as independent as possible with personal care matters such as menstruation (refer to PSHE policy for further details)

Where possible older boys should be supported by male members of staff.

Female children and young people must always be cared for by female staff members in all personal care matters.

When changing a child’s nappy/ pad consideration should be given to the following:-

- The child / young person should be shown respect and courtesy throughout.
- The child’s / young person’s own toiletries / supplies to be used.
- Staff should wash pupils using wipes and water only (unless parents have sent in named wipes from home)
- Cream should only be applied that is labelled as the child’s and that is included on the child’s care plan.

- Staff must wear protective gloves and aprons.
- Nappies / pads should be disposed of in bins provided.
- Any wet/ soiled clothes should be rinsed, and sent home for laundry.
- The changing bed should be cleaned after each use.

PHOTOGRAPHS

Staff are not allowed to use their own cameras or mobile phones to take photos of children / young people. All photos of pupils must be taken on residence cameras.

A list of which pupils are not allowed photos to be taken for media purposes is collated by the school office each year and circulated to all staff. This must be closely adhered to.

POCKET MONEY

Parents are asked to send in weekly amounts for activities that their child is involved with. Money should be given to a senior member of staff upon receiving.

PRIVACY AND DIGNITY – A CHILD’S RIGHT

When children’s / young people’s rooms, bathroom and toilets are entered by staff, due consideration must be given to privacy, and dignity. Visitors must not be shown around these areas when they are in use.

When in use classroom and residence communal areas should only be entered by staff allocated to that area. Interruptions should only happen with good cause, for e.g. passing on urgent information. Staff should always knock before entering.

Doors to bedroom, bathrooms and toilets should be closed and only opened for unobtrusive supervision of young people who require it.

Staff should be sensitive to gender issues especially when dealing with children / young people of the opposite sex. A DeP or M&H assessment may indicate the need for more than one adult to be present.

PROTECTIVE CLOTHING

Protective clothing, tabards for meal times; plastic aprons, masks, and rubber gloves are provided for all staff when assisting children / young people with their personal care needs. Please ensure that all areas are well stocked and are accessible. Please ensure that these items are used and worn at all times to minimise infection.

RESIDENCE BOOKS

Residence / Home books are used to inform parents / carers about events of their child’s stay, general welfare and any significant achievements. General messages can also be added; likewise parents are encouraged to use the books in the same way.

RESIDENCE DAY – ALL STAFF (MORNING)

Please note: items marked with an asterisk * refer to school days only.

7am

-Hand over report from night staff.

-SCCO to:-

- complete register

- to check diary and report books and pass on any relevant information as necessary

- Full building check by allocated staff.

- Staff to bedroom areas as per allocated groups or as requested.

- Switch off bedroom monitors.
- Change beds as necessary, pack bags for those children / young people going home, and tidy bedrooms before going through to the lounge area
- Laundry collected and 'on'
- Staff to remain responsible for the supervision of their allocated children / young people.

8.15am

- Breakfast (9am weekends)
- Breakfast should be finished by 9am on school days and 10am on weekends to start morning activities.

9am

- Teeth cleaning and collection of coats and other belongings
- Staff to remain responsible for the supervision of their allocated children / young people.

9.15am

- Children / young people to go to school as allocated*
- Pass on any urgent information to teaching staff *
- Quick tidy up; finish bed making, laundry, empty nappy bins etc.

9.20am

- Staff to pass on welfare information about the child / young people in their group, along with H&S messages to SCCO/CCM before leaving, and items into the wash*
- Staff finishing at 9.30am to complete all incident/accident reports on School Pod*

RESIDENCE DAY – CCO; DAYTIME. SCHOOL DAY ONLY

9.30am – 3pm.

General housekeeping:

- Thorough tidy round all working areas ensuring all living and bedroom areas are thoroughly tidied and any curtains are re-hung (this should have been completed or reported by the AM staff prior to the end of their shift).
- Check laundry throughout the morning, ensuring that children / young people's items are laundered first ready to go home.
- Ensure all cupboards are adequately stocked with towels, flannels, wipes, protective gloves, aprons, toilet rolls, soap, paper towels, bin liners and bedding – as appropriate to that area.

Arrival bags:

- Check with CCM/SCCO/diary for any changes to the bed state.
- Collect and 'check off' bags arrived into the residence
- Remove any medication, letters and check residence book for messages from the parent (and hand over to the SCCO/CCM), and check that the name tag for the child is visible (replace as needed)
- Complete the residence young person register, and inform kitchen staff of absences
- Confirm any young person absences in school and report to SCCO/CCM of absences.
- Take all arrival bags into rooms, and leave unpacked (these will be unpacked by the PM staff) - do not leave bags near exits / doorways, add the name of the young person staying in the room that night to the door and into the role call card frame.

Departure bags:

- These should have been packed by the AM staff with notes of items into wash or missing – these will require chasing up.
- Collect bags, adding missing items and a new checklist for the next stay / any letters to go home.
- Leave in the holding area (green room) until the afternoon.

Other tasks:

- Answering of the telephone and checking in of any visitors.
- Completion of School Pod for recording incidents, calls etc
- Art display boards / project work that requires finishing.
- Activity planning.
- Allocated tasks set by the CCM / SCCO.
- Link-worker duties ie. daily filing.
- Areas of responsibilities.
- Lunch duty in school.
- Staff's own break to be taken as and when.

2.30pm

- Departure bags to be taken to the rack in the school car park.
- Full building check to be carried out, following the book for guidance.

RESIDENCE DAY – SCCO; DAYTIME. SCHOOL DAY ONLY

9.30am – 3pm:

- **Direct and monitor through completion of all the above CCO responsibilities.**
- Act on messages to and from home, and incident / accident forms etc.
- Send any medication home or to school.
- Complete the welfare reports on school pod.
- Act on; report any repair and maintenance, and Health and Safety concerns.
- Work on own areas of responsibility, staff supervision and incident / accident forms.
- Attend reviews, meetings as necessary.
- Staff's break to be taken as and when.

RESIDENCE DAY – SCCO + CCO; EVENING. SCHOOL DAY ONLY

3pm

- SCCO handover
- Hand over, staff allocations, young people messages to all staff
- Staff meeting/responsibilities as detailed weekly in the diary
- Collection of walkie talkies

RESIDENCE DAY – SCCO + CCO; EVENING.

3/3.30pm – 11pm

- SCCO to complete young person register
- Emergency medication, mobile telephone, contact numbers, camera, money etc needed if going out.
- Groups and activities before and after tea as allocated and planned per timetables.
- Tea-time (4.30 / 4.45pm)
- All curtains/blinds to be closed during darkness (including staff area)

- Immediately a bedroom is occupied all curtains in that room should be closed and the bedroom monitor system must be switched on (N.B. the monitor system is only to be used as a back-up and should not be used as an alternative to physically checking the children)
- Once occupied, bedroom areas should be checked at least half-hourly or more often according to individual need. Sign and date record for each bedroom check. All untoward and unaccounted noises from the monitor should be checked out immediately. Never rely on guess work or intuition to explain noise – investigate.
- Carry the pager (linked to the audio monitor) at all times when leaving the lounge area.
- The television volume should always be set so the bedroom monitor can easily be heard.
- Laundry as necessary
- Tidy up at the end of each session.
- Complete all bathing records, news books, evaluations, pupil progress records etc.
- Complete the welfare reports on school pod.
- Carry out full check of all children / young people to ensure they are comfortable and settled in (in addition to the regular checks after a child has gone to bed) All checks, including their time and outcome must be recorded and signed on the bedroom check sheets.
- Carry out any allocated cleaning duties.
- Carry out a full building check as per 3pm check, switching off any unnecessary lights and electrical equipment. Sign checklist, and confirm building check on completion to SCCO – aim to carry this as close to 11pm as possible.

11pm – 7am

- NCA to collect a walkie talkie
- SCCO to hand over messages to NCA
- SCCO to complete young person register.
- Fire drill confirmed verbally with all staff in the building overnight.
- Night staff to do an immediate check of all young people and bedrooms.
- Ensure all radios are working properly and contain charged batteries – all staff on site to have a radio on the allocated channel
- All children / young people to be checked at least half-hourly and more frequently according to individual need. Remember DO NOT rely on the monitor system as the main method of checking the children / young people – it is used as a back-up system only. Sign and date record for each bedroom check. All untoward or unaccounted noises from the monitor should be checked out immediately. Never rely on guess work or intuition to explain noises – investigate.
- Carry the pager (linked to the audio monitor) at all times when leaving the lounge area.
- Call for assistance / advice from colleagues (other waking night staff) if difficulties arise in the night that is preventing you from looking after the others within your care.
- Call 'sleeping in' staff if you have to deal with challenging behaviour or if there is a medical emergency.
- Complete all records and reports, evaluations, accident/incident logs as necessary and as requested.
- Carry out any allocated cleaning duties.
- Carry out other tasks as needed or requested including
 - Sorting laundry
 - Tidying and sorting of cupboards / toys
 - Areas of responsibilities
 - Putting up displays
 - Setting mealtime tables

RESIDENCE – DAY TO DAY RUNNING

It is everyone's responsibility to ensure that the residence and its surrounding area is a safe, secure, pleasant and clean living and working environment at all times.

This can be achieved by:-

- Keeping to timetables and staff allocations; any suggested changes or improvements to these plans should be discussed at meetings or with the CCM before any alterations are implemented.
- Ensuring the children / young people are appropriately supervised at all times according to individual and group needs. The whereabouts and wellbeing of all children / young people in allocated groups and bedroom areas should be known at all times.
- All staff to check their pigeon hole and meeting minutes (to be signed when read) daily
- Staff must use the appropriate forms on school pod to record all untoward incidents, occurrences and accidents involving children / young people, staff or visitors.
- Children / young people must use their own toiletries, flannels, towels, hair/tooth brushes etc. Residence supplies are only to be used where necessary.
- Bedding, flannels and towels are only used by one pupil between washes – absolutely no sharing. This is important in minimising the risk of cross infection, as well as respecting the children's right to dignified care, respect and individual treatment.
- Any hazardous substances (drugs, creams and cleaning materials) should be closely supervised, never left unattended and should be used only according to G.P's/manufacture's instructions and locked immediately away when not in use.
- Aerosols and plastic bags must not be left in bedroom areas.
- The kitchens should be left clean and tidy at all times. Do not leave washing up or dirty surfaces for others, the next shift or kitchen staff to deal with.
- Everyone should be aware of the fire procedures, location of fire points and fire fighting equipment, and their responsibility in the event of a fire. Fire exits must be free of obstructions and fire doors closed at all times. Sleeping –in staff and night staff to confirm with SCCO, on a shift by shift basis, exact arrangements for that night should the alarms be sounded.
- Any hazards should be rectified, or removed, and reported immediately.
- In the interests of safety and economy, electrical equipment and lights should be switched off when not in use, and small appliances should be kept locked away.
- External and allocated internal doors should be locked at all times.
- Toys and equipment, when not in use, should be put away safely and tidily in the appropriate cupboard or box. Toys, books and other equipment should never be allowed in toilet areas (unless part of a clearly defined toileting programme)
- Ensure that toilet areas (including staff toilets) are always fully stocked with toilet rolls and that paper towels/soap dispensers are full. Toilet rolls should only be used in toilet areas. Tissues are provided for general use.
- Wet floors should be marked with the appropriate warning cones.
- Food debris and spillages should be cleaned up at the first opportunity and disposed of appropriately (ie. not in the bins in communal areas) After some meals it may be necessary for the care staff, with the help of the older children to clear and clean the dining area, H& S should be adhered too at all times.
- Recycling tubs should be emptied outside frequently to avoid over spilling.
- Visitors should be identified politely, providing identification if not known and should sign in and out at all times. When on site visitors should wear a visitors badge.
- Staff should wear an ID badge, especially when off site or attending meetings or external training.

- Staff reading materials (books and newspapers) should not be kept in any children's working area.
- Personal use of residence's own telephone (incoming and outgoing) and staff's mobile telephones should be kept at sensible levels in terms of timing, call duration and frequency and should be authorised by CCM or SCCO.
- Audio monitors should be activated when a child / young person goes into their bedroom (day or night). Staff must keep the pager switched on and with them at all times.

RISK ASSESSMENTS

All children / young people have an individual risk assessment – this can be found in the green file. Risk assessments are ongoing and should reflect any new need. Copies of risk assessments for activities / areas of the building are located in the appropriate areas and a main file is kept in the residence office.

SCHOOL HOMEWORK

Homework is given to young people at the discretion of the class teacher. Work may range from reading to practising self-help skills.

SCHOOL LUNCHTIMES

CCOs cover a lunchtime duty on Monday and Friday, where needed. Lunch time activities are held in conjunction with individual requests.

SCHOOL POD

An internal recording system adopted by St. Anne's for all forms of recording and reporting. All staff have secure log-in details. Training is given and regular updates.

SECURITY GATES

All staff are issued with a fob for the security gates at the front of the site entrance. Visitors need to press the intercom for access.

SEARCHES OF CHILD / YOUNG PERSON'S POSSESSIONS

There may be occasions when it is necessary to search a child / young person's possessions when failure to do so may put themselves and others at risk. All such non routine searches should be recorded on school pod showing the date, time and reason for the search and who was present at the time.

As, at all times when accessing child / young person possessions, such searches should where possible include and involve the individual. Non routine searches should be carried out with a senior member of staff present.

STAFF BELONGINGS

Staff lockers are available; otherwise staff should leave their belongings in the staff room or staff bedrooms. Mobile phones are to be kept in bags or the office, and not in pockets of jackets in your working areas.

STAFF ROTA

The CCM oversees the staffing required daily. Supply staff (assistant CCO's) are used where necessary to cover annual leave, sickness or any other form of absence. The rota must remain in the office for safe keeping.

STAFF TEA / COFFEE

There is a communal resource of tea, coffee, sugar and milk for those who wish to opt into the scheme. It is everyone's responsibility to keep the equipment and staff kitchen clean and tidy.

STAFFING STRUCTURE IN RESIDENCE

Child Care Manager, Senior Child Care Officers, Child Care Officers, Night Care Assistants, Assistant Child Care Officers, Caretaker, Cleaner, Cooks and General Kitchen Assistants.

Staffing levels are regularly reviewed to ensure they are adequate to meet the children and young people's needs, ie. some individuals have a 1:1 staffing ratio arrangement.

At all times the following staff members should be on duty as part of these minimum staffing levels:-

- Child Care Manager (CCM) or Senior Child Care Officer (SCCO) or 'Acting' Senior Child Care Officer (who is an appropriately experienced Child Care Officer)
- A trained First aider
- Appropriately trained staff in specific procedures to meet the needs of the pupils staying over (eg. gastrostomy feeding)

Precise staffing arrangements within a shift are determined by the residence timetables and staffing allocations, which are reviewed at least half termly by the CCM. The rota is checked day to day by the CCM / SCCO for appropriate staffing levels / changes to staffing.

The CCM, Head teacher, and Assistant Head teachers and are available for 'out of hours' advice and support where required.

Lone working:-

- No member of staff will ever be alone on site between 11pm and 7am i.e. there is always at least 1 waking night staff and 1 sleeping in staff on duty between these times.
- No member of staff will ever be left alone with children / young people between 7am and 11pm.
- When only one member of staff is with an individual or group, they must carry a 'walkie talkie' to call for back if necessary.
- Staff may work alone on site with CCM/SCCO consent - if no children / young people are present. A generic risk assessment has been completed for this.

STAFFING STRUCTURE IN SCHOOL

The Leadership Team meets each week on a Monday 12-1pm

The team is Head Teacher, Assistant Headteacher (Lower school), Assistant Headteacher (Upper School), Assistant Headteacher (6th Form), Child Care Manager (Residence), School Business Manager, Human Resources Officer.

TLR Holders, Class teachers, HLTA's, Nursery Nurse, School Nurse, Home School Liaison Officer, Cover Supervisors, Learning Support Assistants, School Admin team, Premises staff.

SUPERVISION OF CHILDREN / YOUNG PEOPLE

Male and female staff can be allocated to work within a group of children / young people of mixed gender. Male staff can assist female children / young people with errands and activities. It is recognised that often a mix of gender within the group can be beneficial. Staff will be notified through staff meetings (and via the individual risk assessment) of any safety precautions regarding safeguarding or gender issues.

Personal care of female children / young people will always be over seen by female staff.

TELEPHONE CALLS - CHILDREN / YOUNG PEOPLE

Children and young people can phone and receive calls from family members. Supervision is given when making and receiving calls but where appropriate are given privacy in their conversations. All calls need to be entered onto the telephone log and recorded verbally to the SCCO.

THERAPISTS

The Occupational Therapist will liaise with class teachers to provide assistance with individual pupils' needs. There is a book kept in the physiotherapist's room where staff can record concerns for the attention of the therapist.

The Physiotherapist will devise care plans for individual pupils, advise on motor programmes for pupils and arrange orthotic provision for pupils. If staff have any requests for the physiotherapy department there is a book kept in the physiotherapist's room where any requests/concerns can be recorded.

The Speech and Language Therapist will see children for assessment; give advice on communication, language development and feeding for all classes. They also deliver training as required.

TOILETING OF CHILDREN / YOUNG PEOPLE

All children and young people are encouraged to be as independent as possible when using the toilet. Safety, privacy and maximum independence are paramount considerations.

When changing a child or helping to use the toilet, consideration should be given to the following:-

- Doors to be kept closed at all times.
- Toilets areas are cleaned regularly but should be cleaned between use if necessary
- Wet/ slippery floors must be made safe immediately.
- Toilet rolls should be kept stocked in each area.
- Staff checks/ supervision must be safe, frequent whilst being respectful of the child's privacy.
- Children / young people must be helped to be thorough with personal hygiene after using the toilet.

TRIPS / VISITS

In September 2018, EVOLVE replaced EROVER for all offsite visits.

A generic EVOLVE form can be completed for regular weekly visits for eg music programme, shopping trip, disco.

For one-off visits a separate EVOLVE form should be completed.

All EVOLVE forms need to be sent to the EVCo-ordinators (Kay O'Neill and an allocated SCCO) for approval at least 2 weeks before the visit.

NO visit is to take without authorisation from the Child Care Manager.

Parental permission for regular curriculum visits is obtained.

For one-off visits or overnight trips letters should go out to parents as soon as possible for permission.

Parents should be informed of all the visits their child goes on, eg via the home school book.

Each time you leave site with a group of children / young people the SCCO must complete the residence off site form.

If you require a packed lunch for your visit please let the kitchen staff know of your requirements (give as much notice as possible)

VACCINATIONS

Staff have a responsibility to ensure that their vaccinations are up to date to reduce the risks on infection. In addition to diphtheria, polio and tetanus (usually delivered in a single vaccination) MMR and Hep.B are recommended.

VISITORS

All visitors, contractors etc. are requested to sign in at the entrance and will be given an official badge to wear. If you see a stranger on site without a badge please report this immediately to the senior member of staff.

Regular visitors to St. Anne's eg. Governors, SALT's, OT may be wearing their own Health Authority ID badges.

VISITS TO CHILDREN / YOUNG PEOPLE

If there is a need staff should make arrangements for children / young people to meet privately with parents and /or others where appropriate (with parental consent)

All visits are recorded on school pod.

VOLUNTEERS

We welcome volunteers who can bring additional expertise into the residence. Any regular volunteer work should be for agreed specified periods and for specified areas of work. The CCM will assess applications and invite the volunteer in for a discussion. References would be taken up and disclosure requirements satisfied before any volunteer could start work. The volunteer would work under the direction of a SCCO.

Volunteers should never be left alone with children / young people, and confidentiality about individuals must be observed at all times.

If there are any concerns about a volunteer the CCM should be consulted.

WALKIE TALKIES

Throughout the shift, some areas / staff will require the use of a walkie talkie. Staff are responsible for making sure it is charged, in a good working condition, and on the correct channel. Staff should adhere to the acceptable use policy at all times. After use they should be returned to the main office for charging.

WEBSITE / MEDIA

www.stannes-eastriding.co.uk

All current information and policies can be located on the website.

The twitter account is also embedded into the website [@StAnnesSSFC](https://twitter.com/StAnnesSSFC)

The school app can be downloaded for free via [School Jotter - St Anne's SaSFC](#)

WELFARE REPORTS

The welfare report (or log) is a record of events and information relating to a particular child or young person. It is a record that exists to:-

- Aid communication between colleagues to ensure the more effective running of shifts, especially regarding important child / young person information.
- Monitor and record progress and welfare so individual needs can be quickly and effectively addressed.
- Monitor child care practice so standards of residential care can be developed.
- Provide evidence of practice.
- Be a record that can be referred to in the future by child care staff, teaching staff or other professionals and agencies concerned with a child / young person's welfare.

The welfare report (or log) includes the following information:-

- Date and shift time
- Staff working with the child / young person
- Telephone calls to and from (call content will be in a telephone contact log)
- Visitors to the child / young person
- General welfare, activities carried out, ill health, first aid, marks and bruises (with explanation and indicated on the body chart, and any action taken), untoward incidents, difficult behaviours, good behaviours, special achievements and effort. Any significant or unusual information (this should also be passed on to parents, teaching staff or others as appropriate)

Adhering to the following:-

- No cross referencing to timetables, staffing allocations, news / behaviour books or other documents - information should be repeated if necessary.
- Do not use abbreviations, slang, nicknames with all reports being objective and factual – if you are speculating as to the cause of behaviour, for example, then make that clear.
- Record all arrivals and out-goings if a child / young person has arrived anywhere other than from school, making note of the time and the person accompanying the individual.
- The logs are confidential and should only be accessible to staff or to others who are entitled to access (eg. OFSTED)

YOUNG PEOPLE'S FILES

All young people have 3 files in residence;

Blue files are kept in the residence office (in the locked filing cabinets) these files contain confidential information. Link-workers are allocated to maintain these daily.

Green files are located in the main residence (in a locked cupboard) these are for monitoring progress.

Red file is old information stored in the archive room.

In school all pupils have a blue file which is kept in the pupil's classroom in school. These files contain mainly curriculum information and it is the responsibility of the class teacher to update these files.

All records are kept in accordance with Data Protection and other relevant legislation.