Rainbow House

Charlton Park Academy's Residential Unit

Charlton Park Academy Rainbow House

Staff handbook 2017-18

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Welcome to Rainbow House
Charlton Park Academy

Charlton Park Academy is a Group 8 Community Special School (ages 11–19) for students with low incidence special educational needs. The school was established within a borough wide re-organisation of special school provision.

Charlton Park Academy also has a residential provision on site, Rainbow House, which provides accommodation and care for up to ten special needs young people aged 11-19. It operates Monday to Friday during term time only.

We hope you will feel happy and well supported in Rainbow House – Charlton Park Academy.

Please feel free to suggest items that we may have missed from this handbook that may be useful for other employees – we welcome your comments.

Rainbow House
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www.charltonparkacademy.com/rainbow-house

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Admissions to Charlton Park Academy

In order to request a place at Rainbow House:

- **Parents/carers**
- **Staff**
- **Social Services**
- **Any LA**

Will need to write to Teresa Funa - Head of Care, stating a reason for the request and how many nights they would like. Each application will be evaluated against our admissions criteria as detailed below and passed to our governing body for approval. Children and young people that fit the highest number of criteria will be offered a placement first. Safeguarding placements, however, will take priority. If no suitable places are available the student will be placed on a waiting list.

Currently we are happy to take applications for places which maybe include full time, part time during the week or Short Break days.

Rainbow House statement of Purpose

In Rainbow House we set out to provide a local solution for students with high levels of need and their families, high quality parental support and social care needs after multi-agency assessment/ identification,
this keeps children/young people educated and accommodated locally within their communities.

Criteria for Admission

Children/young people with a full statement of Special Educational Needs or EHCP.

- Children/young people with severe learning/ physical disability, requiring high levels of staffing support.
- Children/young people that may benefit from an extended MOVE programme to support a more independent adult life.
- Children/young people with medical needs who require intervention from an appropriately trained nursing health worker, to meet their daily activities of living and to access their education.
- Children/young people requiring use of equipment to support their daily activities of living, i.e. Bi-pap, suction, gastro feeding, wheelchair, walking aids and positioning aids.
- Children/young people at risk of deterioration of their condition or abilities.
- Children/young people that do not present behavioural difficulties that are incompatible with communal residential provision.

Criteria for Discharge

- Child/Young person transitions into adult provision, working closely with the Greenwich Transition Policy.
- Child/Young person change in level of need/ requirement of support.
- Significant behavioural changes impacting on others health and safety.
- By mutal consent with parent/carers.
- Environment not conducive to home based service i.e. unnecessary risk to carers and other residents.

Hours of operation

Monday – 3.00pm until Friday 9.15am

Term time only

Students in school from 9.15-3.00pm

Staff Hours

Staff Hours	
Care Workers	
Monday	14.30-21.30
Tuesday	06.45-09.45 14.30-21.30
Wednesday	07.00-09.45 14.15-21.30
Thursday	07.00-09.45 15.00-21.30
Friday	07.00-10.00
Twilight Nurse	
Monday	14.30-21.30
Tuesday	14.30-21.30
Wednesday	14.30-21.30
Thursday	14.30-21.30
Night Nurse	
Monday - Thursday	21.00-09.30
Night Care Nurse	
Monday - Thursday	21.00-07.00

Key staff

Head of Care and Safeguarding Lead
Teresa Funa

Deputy Head of Care
Jackie Fletcher

Care workers
Joyce Davis (NVQ 3 Care)
Zoe Dervis (Working towards 3 Care)
Marie Rose Jabang (NVQ 3 Care)
Nick Richards (NVQ 3 Care)
Teresa Ward (NVQ 3 Care)

Twilight Nurse
Agency Nurse

Night Nurse
Agency Nurses

Night Care worker
Catherine Falconer

Laundry
Ann Barry

Ancillary staff
Felicia Ejiegbu

Mark Dale- Emberton – **Principal**

Kathryn Stowell – **School Link**

Jules Mallendine – **Independent Listener**

Shelia Humphreys – **Swimming Coach**

Georgina Studd – **Ex-student, Volunteer Independent Listener**

Graham Harknett – **Governor, Independent Monitor**

Gianni Silvestri – **Monitoring and Compliance**

Steve Richardson – **Monitoring and Compliance**

Statement of Aims

We aim:

- To provide a caring and homely atmosphere that creates a safe, secure and stimulating environment. Where children/young people are listened to.
- To provide a safe environment. We have regular training in positive handling, child protection and ensuring fire safety. Daily Health and Safety checks are carried out following the school's policies and procedures. Each child/young person has a Risk Assessment in place for necessary areas of their care.
- To encourage and help our young people to reach their maximum potential in all areas of development, decision-making, independence, personal care and life skills through consistency, praise, liaising with school staff, offering a wide range of activities/trips/ experiences and listening through children/young people and staff meetings.
- We aim to set a good example and use positive praise in order to keep sanctions to a minimum. However, if any sanctions are necessary, it will be recorded and discussed with parent/carers.
- To initiate and assist in the development of language, numeracy, social skills and independence through their own individual communication system or communication aids. School Speech and Language Therapists liaise and support Rainbow House staff in this area.
- To provide a continuum of care for each young person through compiling EHCP and liaising with school staff, medical staff, parent/carers, health professionals and social workers.
- To use Person Centred Tools to involve, share and plan for each individual via a Person-Centred Wiki (easy build website). These PCP Wikis are provided to each young person in the Academy and Rainbow House to collate, share and educate others in an accessible way to our students.
- To liaise with parent/carers through school contact books, contact by letter, email, telephone or via their PCP Wiki and inviting them to social events such as discos, bowling or joining Rainbow House for a meal.
- To communicate with the school staff through verbal handovers and written morning and night reports, attend the annual/EHCP reviews and by reading and integrating (where possible) the Personal Learning Plans.

An A – Z of information:

Accident reporting and recording

All staff must be aware of RIDDOR – reporting of injuries, diseases and dangerous occurrences regulations. All accidents involving students, staff or visitors should be reported on behavior watch – online reporting system.

In Rainbow House please report to Head of Care initially, and then complete report on behavoiur watch.

A First aid log book is completed following any treatment and stored in the residential office.

> Accident policy stored in Fronter

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, visitor or student is incapacitated, this must be reported to the Head of Care in Rainbow House. Staff must not consume alcohol or be under the influence of alcohol or drugs whilst responsible for our children and young people. No student, staff or visitor may smoke within the academy grounds or buildings.

> Go to Fronter Policy Room to read complete substance misuse policy.

Behaviour Management and Positive Physical Interventions

Rainbow House uses an online system called behavior watch as a means of recording and monitoring students behaviours. All staff have a log in and we have a team of trained support staff to assist with supporting staff training and development. It is unlikely that students attending our residential provision would have behavior plans or risk assessments in place but staff will be informed on The approach Method which is used to support students in school with behavioural difficulties.

Avoidance, de-escalation, providing positive options and communication are essential skills to be used prior to a physical intervention. These are the principles underpinning the Approach training that all academy staff members have received and will be updated annually.

The sanction book is kept in the office and any sanctions used must be recored both in the book and the care plans.

Please refer to the following policies for further information: Behaviour Policy, Positive Handling Policy, Calm Room Policy, Anti-Bullying Policy, Anti-Racism Policy.

Car Parking

Car parking is available in local streets and next to the academy in Charlton Park. Staff are asked **not** to park in the bays 13-25 and only use bays 1-12 and 26-38 in Charlton Park. Overnight staff are able to bring their cars onsite after all other school transport has left for the day. Please be aware you park here at your own risk. To gain access after hours for Rainbow House, please call through to their office or use the intercom at the small gate entrance to the school.

CENMAC

CENMAC is a unique, London-based support service offering assessments, reviews and loans of equipment to help pupils with a disability access the curriculum using assistive technology. CENMAC offers early intervention, training and support to staff to increase their confidence and knowledge. CENMAC's offices are located within Charlton Park Academy in the upstairs offices. Each year CENMAC and Charlton Park Academy jointly run an event called communication works. If you would like more information about CENMAC you could speak to one of their staff, ask one of the schools ICT and communication team or visit their website **www.cenmac.com**

Care plans

Every child has a Care Plan which includes all important information required to best support during their stay. Every staff member is required to be fully up to date with all information, and signed when read.

Child Protection/Safeguarding

'Everyone working in or for our school shares an objective to help keep children and young people stay safe by contributing to:

- providing a safe environment for children and young people to learn and develop in our school setting, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting'

All concerns of possible child abuse must always be given the highest priority and referred immediately to the Designated Safeguarding Lead (DSL). It should also be made clear to students that **SECRETS CANNOT BE KEPT, HOWEVER CONFIDENTIALITY WILL BE KEPT AS MUCH AS POSSIBLE CONCERNING CHILD PROTECTION ISSUES.**

The DSL will then decide an appropriate course of action based on the 'Working Together to Safeguard Children' (2015) document.

The DSL for Child Protection for Rainbow House is Teresa Funa/Kathryn Stowell in their absence the Cause for Concern should be given to Mark Dale-Emberton. If none of these staff members are available then the matter should be referred to a member of the Senior Leadership Team. In all instances the Senior Leader, dealing with the concern is able to make decisions regarding the actions that needs to be taken.

Dealing with Disclosures of Abuse

If a child chooses to tell a member of staff about possible abuse there are a number of things that **should** be carried out to support the child:

i) Stay calm and be available to listen

ii) Inform the child early on that you cannot keep secrets and that you may have to pass this information on to the DSL but it will remain confidential

iii) Listen with the utmost care to what the child is saying

iv) Do not ask any leading questions throughout the discussion

v) Ask if you can make some notes to ensure you use the students' exact terminology

vi) Keep a full written record - date, time, of what the child said etc.

vii) Immediately inform the DSL and if unavailable one of the other DSL's as listed. The concern should be clearly reported on a Cause for Concern form, (appendix 1) and **handed** to the DSL. The information **should** be as detailed as possible ensuring full names are used both for the student and author and it is clearly dated.

What to do if you are concerned about a child?

Try to sort out in your mind why you are worried, based on:

- ❏ What you have seen
- ❏ What you have heard from others
- ❏ What has been said to you directly

Try to be as clear as you can about why you are worried but do not be afraid to listen to your instinct that something just does not seem to be right.

Consult with the DSL regarding your concerns and agree a way forward which may include recording your concerns on a 'Cause for Concern' form or working with the DSL to make a referral to Social Services.

CPD

All staff, have an entitlement to equality of access to high-quality induction and continuing professional development. All members of the academy community will have opportunities through performance management, appraisal and through other mechanisms to discuss their professional development needs.

All new staff are required to complete a period of induction. During this time additional training and CPD opportunities will be highlighted.

INSET days and training during directed time is planned to ensure all mandatory training is completed, outcomes from performance management and through other discussion. If you require additional training please speak to your performance manager in the first instance.

Communication

The majority of students attending Rainbow House benefit from some sort of support with their communication and literacy skills. This may include visual support, signing, PECS, switching, photos, objects of reference or voice output device. We have developed a communication team to ensure we have an academy community which embeds total communication right across the Academy and within Rainbow House. This team includes specialist communication support assistants and the Speech and language therapists.

A communication file is available with extensive information about total communication. This needs to be read by all staff.

> Go to Fronter AAC and Communication Room to meet the team, find out more, download referral forms and find out about particular methods used.

Community Links

Charlton Park Academy has strong links with many organisations both locally, regionally and nationally. It has links with Academys and colleges, and is always looking for opportunities to develop partnerships which are mutually beneficial. If you have suggestions for developing links, please discuss these the Head of Care.

Complaints

The majority of issues raised by parents/carers, the community or students, are concerns rather than complaints. Charlton Park Academy is committed to taking concerns seriously, at the earliest stage, in the hope of keeping the number of formal complaints to a minimum and without needing formal procedures.

However, depending on the nature of the complaint, you may wish or be asked to follow the Academy's and Rainbow Houses formal complaints procedure. For the academy to be able to investigate a complaint, it needs to be made within one year of the incident occurring. If a complaint is older than a year it will not be investigated.

The prime aim of Charlton Park Academy's policy is to resolve the complaint as fairly and speedily as possible. Formal complaints will be dealt with in a sensitive, impartial and confidential manner. Malicious complaints may incur appropriate action by the Academy. Formal complaints should be made in the first instance to the Head of Care.

Rainbow House's complaints book is kept in the office.

Control of Infection including supporting students with personal care

Rainbow House infection control policy identifies the need for staff to be vigilant in hygiene practice in their dally routine. Staff are required to report any known infectious disease that they are carrying or a student in their care may be carrying to the Head of care. Staff must be aware of the guidelines for reducing the risk of infectious diseases when dealing with student personal and intimate care. Staff are required to know how to eliminate and dispose of bodily fluids using Rainbow House waste control procedures.

- First aid control measures ensure that any cuts/grazes are covered with waterproof dressings; Protective gloves and aprons are provided to ensure barriers to infection are in place. Any first aid needs to be recorded in the book held in the office.
- Hand washing procedures are displayed on all sink areas.
- Staff should ensure that they have up to date vaccinations (please see section below).
- The privacy of students will be respected and handled sensitively at all times offering personal choice in care provided when possible.
- Staff will wash their hands before and after changing each student.
- The student shall be cleaned using wipes provided.
- Creams are only applied on medical direction.
- All soiled clothing will be contained in sealed plastic bag to return home.
- All gloves and aprons will be disposed of after each students needs are met.
- All other soiled materials will be disposed of in bins provided.
- Changing trolleys must be cleaned after each student using the hand sprays provided.

- Cleaning sprays must be stored securely away from student once the procedures are completed.
- The medical team will be consulted with any issue raised during personal care procedures.
- Parent/carers in liaison with the medial team will be informed of any health issues raised during personal care procedures.
- Any safeguarding issues identified during personal care procedures are to be reported immediately to the designated safeguarding officer or principal. Body maps to be completed if required.
- Spillages of bodily fluids shall be cleared up as soon as possible, isolating the area to keep other people away from it. Disposable gloves and aprons should be worn. A mixed solution kept in controlled conditions by the site manager should be used to disinfect the area after covering with absorbent paper. All material should be disposed of in the sanitary bins.

Any issues or concerns raised must be reported to the Head of Care as soon as identified.

Counselling/Independent listener

In Rainbow House students have access to an independent listener who is also a trained counsellor. She makes weekly visits but students are able to request contact with her. We also have an ex-student volunteer who vsits weekly and leads students meetings.

Dress Code

Charlton Park Academy expects all staff to be appropriately dressed for work plus be safe for working with children. In a professional business environment employees should consider what is expected and remain suitably dressed at all times. Dress code guidelines need to be read, understood and observed by ALL staff so that it is appropriate within a residential environment well as respecting the needs of students, parents and other staff. All staff in Rainbow House are provided with a range of polo shirts.

For the full dress code, including a list of items that should not be worn, please read the Charlton Park Academy / Rainbow House Dress Code on Fronter.

EHCP/Statement

All students at Charlton Park Academy have an EHCP or Statement of Special Education Needs, and so it is a statutory requirement for all students to have an Annual Review of EHCP/Statement Meeting and Report. Reviews are held throughout the academic year, sequenced by year group, with almost all meetings being held during the academy day. Parents, students and care staff from Rainbow House always have the opportunity to contribute, including being invited to the meeting. Every child is invited to share their Wiki at these meetings. Other professionals and agencies with an involvement are also invited, and are welcome to submit a report. A Greenwich Local Authority SEN Officer is always invited.

The Chair will have lead responsibility for compiling the Annual Review Report following the meeting, for which the statutory circulation timescale is also two weeks. In some instances an Interim Review of Statement may be held, which is additional to the annual review meeting. There may also be internal new-intake reviews for Year 7 (and other) students during their first term. At transition stages, the Annual Review, includes a Transition Review, which leads to a Transition Plan, which should then be annually updated. Transition Reviews are in Year 9 in preparation for moving from KS3 to KS4, and Year 11 in preparation for moving into either the Charlton Park Academy Sixth Form, or another provision.

E – safety/Acceptable Usage Policy

Staff need to read and familiarize themselves with the contents of the E-safety and acceptable use policy as available on Fronter. As part of your induction all staff are to sign the E safety and acceptable use agreement form to confirm their awareness of the policy contents.

“Students at Charlton Park Academy and Rainbow House are potentially one of the most vulnerable groups when it comes to e safety. All staff at Charlton Park Academy and Rainbow House will be aware that we are all role models to students in using the Internet safely and appropriately. We want to keep an open policy to sites such as ‘You Tube’ and social networking sites, as we are aware of their teaching potential and accessibility for our students. Computer skills are vital to access life-long learning and employment; indeed ICT is now seen as an essential life-skill. We encourage students, parents/carers to become ‘friends/contacts ‘ to their own networking sites, not to give out their personal email address or should not use any personal mobile devices, camera to record student images.

> Go to Fronter Policy Room to read complete set of E safety and acceptable use policies

Educational Visits/Trips

Trips out and activities during Rainbow House stays are designed to be experiences that are not normally available and that reinforce the National Curriculum in a practical way as well as developing the independence and self-worth of all students. In Rainbow House these may focus on more social opportunities. In addition, Rainbow House aims to promote a holiday once a year and residential trips comply with Health and Safety at Work Regulations 1999. All visits will be identified in short term planning, and learning intentions will be clearly identified on the risk assessment.

Risk Assessments for visits should be applied and approved for a minimum of two weeks in advance of the trip (forms found on fronter).

Key Points for all visits:

- All visits must have clearly identified aims and objectives.
- All visits must have an approved leader who is a Rainbow House member of staff.
- All visits must provide evidence of a prepared written risk assessment.
- Visit leaders must carry copies of all supporting documentation on the visit, e.g. emergency contacts, names and group details (medical etc.).
- 1 copy of trip risk assessments must be filed in the office and must contain all supporting documentation.
- Parents must sign for all activities but be notified of special events, and be fully informed of all arrangements.
- All completed are approved by Gordon Stead.
- All residential trips need to be checked and signed by academy governor, Patricia Tregunno.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment and shall report to the academy office or Head of Care in Rainbow House, any damaged electrical equipment or wiring. The site manager shall be responsible for arranging repairs to said equipment. Portable Equipment Testing shall take place annually. Any electrical items brought into academy must be reported to the Site Manager for testing prior to use.

The use of multi-adaptors is to be avoided as is the use of extension leads unless they are fully unwound and correctly protected. The academy also encourages staff and students to conserve energy at all times.

All appliances should be switched off and unplugged before going home at night.

Emergency Procedures

In the event of an emergency such as an explosive alert the fire evacuation procedure will be followed with Head of Care and senior staff taking the lead.

Rainbow House staff and residents will follow the emergency evacuation procedures. An emergency grab bag is kept in Rainbow House, outside the staff bedroom.

When no return to the building is possible the extended academy emergency plan will be actioned by senior managers.

Equality

Charlton Park Academy and Rainbow House is an equal opportunities employer. Behaviour displayed by staff to be against the spirit of equal opportunities and diversity 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 Principal.

See also Anti-bullying Policy.

Extended Curriculum including lunchtime and after Academy clubs

Charlton Park Academy encourages all students to be actively involved in extracurricular activities. Programmes run both during lunchtime and after Academy and cater for a variety of interests. Externally run clubs also take place that students of Charlton Park Academy are able to access. Rainbow House students are encouraged to attend afterschool clubs and activities.

Finance

Charlton Park Academy adheres to the duties and obligations set out in the EFA Academies Financial handbook. If you have any queries relating to finance, please raise them with Head of Care.

Fire Procedures

The Academy has a detailed Fire Procedure stored on Fronter and in the office for further information.

Fire alarm call points are distributed throughout the academy with fire exit and assembly procedures identified. The fire alarm is tested each Wednesday morning at 08.45 when there is no need to evacuate the building unless the alarm fails to stop. The fire alarm is activated at times as a result of student misbehaviour. For

these and any other time the fire alarm sounds, the whole academy and Rainbow House will evacuate. The academy policy identifies a whole academy practice evacuation every academy term.

Identified staff have specific roles to action on evacuation. Such events are documented and stored in the premises area on Fronter and recorded in Rainbow House identitiy book during open hours. Staff are required to be familiar with the evacuation details for your classroom and the nearest call point should you discover a fire.

In the event of an alarm sounding, staff are required to assist students to evacuate via the conservatory exit, unless there is a fire, to an outside area and assemble at the identified point. Do not stop to collect personal possessions.

The Premise Manager or Fire Department will give permission for students and staff to return to the building once an all clear signal has been given by the fire controller (premises staff), Fire Department if premises are not available.

> The academy has a fire safety risk assessment which is available on Fronter and is reviewed on an annual basis (in progress).

First Aid

There are First Aid boxs are located in the office or kitchen. The main first aid box is in the medical area of Rainbow House office. We always have a nurse on duty in Rainbow House.

Food and food hygiene

Preparation/Cooking.

It is realised that some children may not be able to eat certain foods due to:

- food allergies
- food disorders that limit the types of food eaten
- religious or other reasons
- being vegetarian

A food tasting permission letter will be completed by all parents to cover these eventualities.

Cleaning procedures before and after food activities:

- All tables must be washed down using clean J-cloths and 'Dettox' both before and after food activities.
- Hands need to be washed before the activity commences with warm water and hand wash crème. Particular attention must be paid to the cleaning of fingernails.

The FOOD ACTIVITY DRESS CODE will be observed:

- Long hair must be tied back.
- Watches and rings should be removed.
- Food preparation aprons should be worn.

We follow the safer food better business pack. All staff are to have food hygiene certificate. Students are encouraged to take part in food preparation and to support independence.

Preparation for food activities:

All persons involved will adhere to the dress code, wash their hands thoroughly and clean the surfaces to be used with 'Dettox' and a clean J-cloth.

Hygiene and cleanliness

During food preparation sessions:

- There will be no licking of fingers or spoons.
- There will be no wandering around.
- coughing and sneezing are to be avoided if possible.
- If a person leaves the food preparation area, hands will be washed on their return.
- A separate chopping board will be used for the preparation of raw meat.

All staff must ensure that food equipment is only used:

- When children are closely supervised.
- For food purposes.

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

Fronter

Charlton Park Academy and Rainbow House use a managed learning environment called Fronter. As part of academy induction all staff are to take the responsibility to book training so they can effectively access resources on our site. Most importantly the Policy Room, the Hub room for important messages and forms, the Student rooms for all student information. Steph Guyott is available for support and training. Fronter can be accessed via the web at www.fronter.com/greenwich/login staff must ensure if accessing outside of academy they log out and close the window after use and use extreme caution when accessing on a shared computer. Students daily recording sheets/night reports/meeting minutes are stored on this system.

Governors

Charlton Park Academy has an active and engaged Governing Body, which takes a keen interest in the academy achieving the best for all its stakeholders. If you have any queries or issues you would like to raise with the Governing Body, please contact the Principal Registrar.

Health & Safety

Charlton Park Academy and Rainbow House are committed to the health, safety and wellbeing of all staff, students and other users of the academy site including Rainbow House staff and residents. Staff are responsible for their own health and safety arrangements in relation to other staff, students, and other persons in their working environment.

They are expected to take reasonable care of their own health and safety by minimising risk to themselves and others in their care. They are to be accountable for students placed in their care by carrying out their duties in a safe, professional and caring manner. The academy's Health and Safety group meet at regular intervals to represent staff and students in safety management.

Each member of staff has a responsibility to identify their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. Academy training includes First Aid, fire procedures, moving and handling, behaviour management. Staff are expected to follow the procedures delivered. All staff need to have knowledge of accident and incident procedures including first aid reporting.

They need to ensure they are aware of the fire exit routes in their area of work and how to support students leaving the premises in an emergency. The academy has an infection control policy including declaration of any known diseases to be reported to the health and safety manage

as known. The academy's manual handling policy requires all staff involved in the moving of students with disabilities and inanimate loads as part of their regular duties to receive training. Staff are required to follow the guidelines given.

> A copy of the Health and Safety policy is stored on Fronter.

Homework

Homework is set for those students who are able to benefit from it. The wishes of parents are an important consideration. Ideas for learning at home are included within each child's in IEP. Rainbow House staff will support students with their homework.

If a child is unwell

If a student is unwell while staying at Rainbow House, the Head of Care will inform parents/carers. When taken to hospital in an emergency, a staff member will attend until a parent/carer arrives .

The class teacher or other responsible staff member will contact the parent/carer to collect the student. The student will be taken to a quiet area and in isolation, if infection is suspected, until they are collected. The parent/carer will be advised of follow up procedures including time limits for returning to the academy for specific infections.

In Rainbow House the Head of Care and nurse will contact parents or other services if the child is looked after.

Individual Education Plans (IEP)

All students at Charlton Park Academy have an IEP, which is written and reviewed each term. IEP's are linked to the objectives in the Statement, and targets set at the Annual Review.

Students who are working on Entry Level and above should have a termly Maths and English IEP target. Many statements have to 'develop learning skills' as an objective, which is not usually specific, but can incorporate English and Maths.

All targets should be SMART (specific, measurable, achievable, realistic, and time-bound). All staff teaching or working with the student should be aware of the targets.

These documents are shared with staff in Rainbow House via Fronter and teachers which attend a Rainbow House meeting once a term, to discuss process and target setting.

Assessed three times a year using the SOALR System **www. solarforschools.org.uk**

Information Communications Technology

The academy has a windows network with two Windows suites of computers and one including Apple Mac computers. We use an extensive range of software to support learning and also have access to online educational sites, which are also provided for home use. All classes have at least two computers, a whiteboard, iPads and Mac Computer. In Rainbow House there is also an extensive range of equipment including an iPad for each bedroom.

If you have any technical issues or difficulties with ICT equipment then please contact Muhammed Asad via email or if you are unable to access your email then he can be found in the server room. If it is help you need with assisted technology or high tech communication device then you can contact the Communication Team via email email if out of hours. We also have Kieron Tregunno – IT Apprentice who works with Muhammed.

Links with families

We consider contact with families to be a vital part of the work at Charlton Park Academy. Home academy contact books are a key means of communication, but as time to write the notebook on a daily basis may be limited, teachers may wish to discuss with parents items to be included. Items of a personal or confidential nature should not be included in these books and the Principal should be consulted over these items. Academy contact books are also used for communication between the academy and Rainbow House staff. Handover sheets are copied for parents/carers. Whenever possible, students should be expected to look after their own notebooks and not rely on the escort to carry them.

> Please also see Person-Centred Planning.

Medication

Every class teacher, care staff in Rainbow House and support staff are to be familiar with the medical needs of each student in their class. Staff will be trained to support those students with specific health care needs. They will be trained to carry out specific medical procedures in liaison with the academy medical team. The delivery of student medication during the academy day, is managed by the medical team (NHS). Medication will be given by the academy nurse or trained member of the academy staff. Support and training is available to enable staff to develop their medical competencies in this area.

Educational visit medicines will be administered by the class following prior arrangement with the medical team. Medication is stored only in locked medical cupbords. The medical team will identify students with specific allergic conditions (asthma, nuts etc.) Staff will be identified to support these students with appropriate medical; devices (inhalers, epi pens etc.)

Rainbow House has a nurse on duty at all times. Separate medication for each student is kept for when attending.

Handover is given daily, in the morning and afternoon by the Rainbow House and academy nurse team. We now use an online system for all medication. Only staff who have had training can use and administer medication. All medication in transit is contained in orange back packs or small orange bags to be easily identified.

Minibuses

A fleet of Academy mini buses are managed by the Academy's Premises team. Buses can be booked for educational visits by contacting Premises either by email or a face to face contact. All drivers must have produced a clean current driving licence and completed the Greenwich driving test before assuming responsibility for driving the academy's minibus.

Children travelling in wheelchairs need to be securely clamped down to the minibus floors. If you are not confident that a child is secured safely please seek assistance for another member of staff. Training in the use of clamps can be delivered by the Premises team. All other student must be securely harnessed or belted while travelling according to their needs. Buses may not be left by the loading bank at the end of the academy day to enable the transport provider buses access to the car park.

Please remember to display blue badges correctly and comply with parking restrictions. Parking tickets will be the responsibility of the driver concerned. If a minibus is damaged in any way inform the Premises Manager.

MOVE

Charlton Park Academy and Rainbow House are a MOVE Centre of Excellence.

What is MOVE? MOVE is an activity based programme that aims to teach severely disabled children the skills of sitting, standing, walking and transferring. It relies on a combination of education, therapy and family in order to achieve these goals. MOVE believes that the ability of a student to move is essential to learning. The more mobile a student is, the more they can learn about their environment, cause and effect and spatial awareness. MOVE is an acronym for Movement Opportunities Via Education. This means that MOVE students should be given as many opportunities during the academy day as

possible to practise the skills they need to achieve their MOVE goals.

Cath Tugwell is our Move Assistant and she works with individuals, groups and to suppport MOVE developments across the academy. Cath also helps co-ordinate with the physiotherapy team. We aim to train all our staff as MOVE practitioners and you can find out more information by asking Cath or going to the MOVE room on Fronter. Carey Eldred oversees the provision and also works with Rainbow House staff.

Moving and Handling

Staff are required to handle and move students and objects/loads/equipment as part of their daily duties.

All staff are required to receive moving and handling training to be competent in assisting with the movement of physically dependent students. Injuries can occur if moving and handling procedures and student assessments are not followed.

Staff who are not in receipt of such training are supervised by trained staff while awaiting the training. Following assessements, moving and handling training identifies the most safe and effective method of moving students as part of their daily life needs. Hoists, slings and other moving and handling equipment is provided by the academy and in located in strategic areas of the building.

The vast majority if not all our secondary aged students are too heavy to be manually lifted and are therefore transferred using hoist and sling. All students have individual moving and handling assessments as well as programmes to follow the academy's MOVE project. Staff are required to follow these guidelines and report any issues or difficulties to the health and safety manager or premises manager for equipment issues.

Staff should ask for the risk assessment to be reviewed if there is a change in the student's needs or equipment used. Moving and Handling Training is delivered in the academy and staff should be aware of the Moving and Handling Policy available on Fronter.

The Moving and Handling training at Charlton Park Academy and Rainbow House is based on the principles of biomechanics and staff working in an ergonomically efficient way. Considerations such as a gastrostomy tube, body brace or other medical aids or disorders e.g. seizures when moving and handling any student. Staff should use the guidelines delivered in the training to keep themselves and students safe.

All such issues will have been assessed by the academy physio or OT to support the moving and handling assessment. Staff are to be aware of the following.

- The environment e.g. is it a small space, hot, cold, slippery etc.
- Individual Capability.
- Sensible clothing; flat shoes.
- Finger nails kept short to avoid scratching or breaking.
- Minimum jewellery to avoid scratching.
- Equipment with wheels should be moved to the handling point.
- Assess your own ability to complete the move.

Music Therapy

Any student can be referred for music therapy which is offered in three formats; Assessment, weekly 1-1 individual sessions, weekly group sessions. Referrals can be made at any time and are prioritised by level of emotional, social or behavioural need. The process of prioritization is undertaken by the Music Therapy team.

If you feel a student would benefit from Music Therapy please complete a Therapy Referral form, (on Fronter) and return to Head of Care.

Occupational Therapy

Occupational Therapy is available to those students who are identified as requiring this provision, either on their Statement or through teacher/family referral. The therapist will liaise with class teachers to provide assistance with individual students' needs and set up appropriate programmes. If you would like to make an appointment to meet with the OT please liaise with Head of Care.

Parent/Carer Support Group

This group provides an opportunity for parents/carers to get to know each other, to swap ideas and strategies as well as build relationships. We run various workshops/ training and hold regular talks with SEN organisations.
Contact Sara: **sjohnson@charltonparkacademy.co.uk**
Contact Theresa: **tandrews@charltonparkacademy.co.uk**

Person-centred planning and Individual online Wikis

"Person-centred planning (PCP) is a set of approaches designed to assist children and adults to plan their life and support systems. It is most often used as a life planning model to enable individuals with disabilities or those requiring support to increase their personal self-determination and improve their own independence."

We have now integrated this as part of our curriculum. In these sessions we will be working on developing skills

and the ability to communicate what is important to each student. We will ensure students have real personalisation to learning and be able to leave with skills to allow as much independence as possible.

Person-centred planning can use a variety of tools and we use online media sites called Wiki's to support all students. If you would like more information go to Fronter, – Person-Centred Planning room.

> Wiki can store video, photographs, files and are used to share progress and achievements with home.

www.rixwiki.org

Playground/Garden Supervision

Staff must ensure the safety of students and must be vigilant when supervising in the playground/garden, positioning themselves in the playground/garden for maximum supervision. It is the responsibility of all staff to ensure students are safe and external play equipment should only be used when supervised. Staff should check equipment before use for any apparent defects. Any defects should be reported to the Premises Manager. No students should be sent to or left in the playground/garden unsupervised. The last person to leave the playground/garden must lock the gate.

Personal Injury and Possessions

The behaviour of some of our students can sometimes be unpredictable and challenging and some students do not have full control of their bodily movements. There is an increased risk of accident or incident that may lead to personal injury.

Through The Royal Borough of Greenwich, the Charlton Park Academy has Employers Liability insurance which covers legal liability in respect of the death or bodily injury only of any employee of the academy or the Council, including any member of the academy staff. Once again, all the same people are indemnified personally in the event of a claim being directed against them.

Staff are advised to consider their own personal injury position as this insurance does not cover them other than for 'significant' injury arising from negligence. The Academy will not accept liability for claims arising from personal injury or damage to personal property.

Personal possessions should not be left unattended. Valuable items can be locked away in the academy lockers or in the academy office. Charlton Park Academy will not accept liability for loss or damage to personal possessions brought onto the premises or taken on academy outings.

– Staff lockers are also made available for staff in Rainbow House.

Physiotherapy

Physiotherapy is available to those students who are identified as requiring this provision, either on their statement or through teacher/family referral. The therapist will liaise with class teachers to provide assistance with individual students needs and set up appropriate programmes. The physiotherapy programmes link into the students MOVE programme when appropriate. If you would like to make an appointment to meet the Physiotherapist – please liaise with Head of Care or Carey Eldred who leads MOVE.

Meals

Meal are provided for staff while on duty in Rainbow House. Staff are required to eat with students and support students while eating and drinking if required, and must be trained.

School Resources

Stationery is kept in a locked stock cupboard near the Academy office. Please see reception for supplies.

Photocopiers and laminators are available in Academy. There is a small resource room opposite the swimming pool.

All paper tissues, paper towels, wipes, gloves etc. are kept in the store cupboard. Please see a member of the Premises team for these supplies.

Security

Entrance to the academy is carefully controlled and monitored. All staff will be issued with a card entry pass. Visitors will be required to sign in and receive a visitors badge. It is staff responsibility to have this with them at all times. Staff are also responsible for ensuring that passes are not lent to students or other staff and to notify the office of any lost passes so that they can be cancelled.

The procedure for clearing the academy and setting the alarms are controlled by the premises manager. All items of significant value will be security marked and recorded in the academy asset register. Users of dangerous or high value items shall be responsible for securing them on completion of use.

F1 padlocks around academy grounds. You can request a key from premises and teachers should have one on them for fire evacuations.

No-one should be on site without a pass and staff should be aware of unidentified people around the academy and be prepared to challenge them or report their presence to

the Head.

All visitors to Rainbow House need to sign in at reception and then again in Rainbow House reception to gain access.

Smoking

Charlton Park Academy is a non-smoking environment. In line with policy and legislation staff wishing to smoke during break times must do so outside the academy site. Staff are requested not to smoke on the footpath at the front of the academy.

Speech and Language Therapy (SALT)

The speech and language team provide a whole academy universal support to embed good practice and to ensure staff are skilled and feel confident to use appropriate communication strategies to support students in their classrooms and in other activities by:

- Joint working with the academy's Communication Team to raise awareness and inform practice within the academy.
- Offering staff training.
- Discussing and supporting class teams to implement appropriate communication strategies with students in their class.
- Running joint projects as identified by the needs of staff and students and then share results and change practice within Charlton Park Academy.
- Promoting a communication friendly environment.
- Using Environmental Audits to monitor the use of communication strategies in class and supporting class teams to adapt their communication environment to best support students.

In addition to this we provide specialist specific input to support with:

- Language, communication, speech and/or eating and drinking assessments and advice.
- Encourage early communication through intensive interaction, sensory journeys, PECS , objects of reference and signing.
- Using visual support to develop receptive and expressive language skills.
- Support students to communicate to the best of their ability and as independently as possible by using a total communication approach (signing, symbols, speech, using low and high technology).
- Enable students to express their opinions by using Talking Mats.
- Develop social skills to enhance functional communication skills through small group work.
- Jointly run Feeding and Communication clinics with other professionals to provide the best support for students and their families.

All direct therapy sessions are provided for a set period of time with targets which are evaluated after the block of intervention has been completed. All sessions are run with staff actively participating to ensure carry-over back to the classroom.

The SALT therapists see students with specified input on their statement and students referred for a specific reason by staff, parents or carers will be seen for a block of input and evaluated thereafter to see if further SALT input is needed.

Not every student is seen and staff need to now complete a REQUEST FOR SALT INPUT form (saved in Fronter/ SALT ROOM/ Resources).

Students who are not referred for direct input still continue to benefit from the whole academy support we provide through working as part of the academy Communication Team.

> Go to SALT and AAC and Communication rooms on Fronter for more information .

Sports and Swimming Facilities

All students have access to our sports hall for after-school clubs and activities, the sports hall is also used for community clubs.

Our Fitness suite is available to all students, staff and local community members.

Students in Rainbow House use the hydrotherapy pool after school once a week. Local community members including physiotherapy patients and Rainbow House use the academy hydrotherapy facilities.

Staff Absence

If you are not well enough to come to work, please ring the Head of Care prior to your shift. This will enable cover to be arranged if appropriate. Please do not send messages in with other members of staff. Please ring the Head of Care each day you are absent. You will need to complete a return to work form and hand this to Kay Wallace.

Staff absence can cause problems with continuity of care for students and can place additional stress on other staff.

Absence is closely monitored and staff will be required to attend a return to work interview after any extended absence or in the event of persistent short term absence.

Procedures for managing absence through ill health are followed and referrals are made to the Occupational Health doctor when appropriate.

Staff and Student meetings

Staff meetings take place every Wednesday from 2.30-3.30 and staff training on Tuesday 2.15-3.00pm. The students have a meeting every week when possible to discuss menus, activities and Rainbow House business.

Staff Facilities

Staff have access to all areas both during the day and when off shift. Tea, coffee and snacks are available.

There are two computers in the office along the entrance corridor which can be used by staff and students. Some staff live onsite and bedrooms are provided.

Telephones

Please ensure that your mobile phone is switched off during work times. If there is an emergency you can be contacted via the office. Please give Rainbow House number for this purpose. No member of staff should use their phone in academy corridors/public areas within the academy.

Use of cameras on mobile phones to take images of students is prohibited.

There is a telephone in the Rainbow House office and dining area and staff are able to make work related calls from them. Please keep personal calls to a minimum at appropriate times only. A listing of all calls is received and any overuse may be investigated.

Staff are advised not to give their home telephone number or their mobile phone number to students. Academy mobile phones will be purchased for off site activities so staff are able to contact one another if separated.

> Go to Fronter Policy Room to read complete set of E safety and acceptable use policies.

Use of the Email

The Academy and Rainbow House's email system can be accessed off site at https://mail.charltonparkacademy.com using your Academy's username and password. Staff must ensure they log out and close the window after use and use extreme caution when accessing on a shared computer.

- Staff will not give out their personal email address to students.
- Email should always be considered as a public document and so confidential information should not be shared this way. Always check the recipients name before you hit SEND.
- The Academy email is primarily for Academy use and should not be used to send unrelated material. Communication between staff and students or members of the wider community should be professional and related to Academy matters only.
- Staff should be aware that not all staff use email as frequently as others which may be due to teaching responsibilities, meetings etc and should not expect a response immediately. When sending out an email staff should state what response is required and time frame.
- Whenever possible staff will ensure that mail is only sent to the appropriate staff and not the 'All Staff group'.
- Emails should be as simple and as to the point as possible. Staff should be aware that when communicating via email we lose facial expressions, tone of voice and that humour or your message may be misinterpreted.
- Emails should not be used for reprimands or negative appraisals.
- A title should always be used in the subject line as this saves time.
- Emails will contain the following disclaimer when appropriate
- SAVE PAPER – THINK BEFORE YOU PRINT "This email is confidential. It may also be legally privileged. If you are not the addressee you may not copy, forward, disclose or use any part of it. If you have received this message in error, please delete it and all copies from your system and notify the sender immediately by return E-mail."
- Emails do not replace all conversations and as a academy we promote face to face communications when possible.
- Any spam, viruses, spyware or suspicious emails are to be reported to the IT department.

Use of the Internet

The Academy and Rainbow House's website www.charltonparkacademy.com. A staff section is being developed on this site and can be used for reference purposes. There is a Rainbow House section - www.charltonparkacademy.com/Rainbow-House. Any suggestions for additional items to be posted onto the website should be passed to the head of ICT or digital media and communications officer Tracey Francis ext 260.

- Staff will only access their own personal sites and email when out of academy hours. Staff will be aware that their own social networking sites may include information, which is not appropriate to students.
- **Staff should also be aware of the ability for anyone to access these sites and should not share any information regarding the academy, local authority or colleagues.**
- Therefore Staff will not allow students, parents/carers to become **'friends/contacts ' to their own networking sites.** If when teaching students how to use such sites a demo is needed then a teaching site can be set up.
- Staff should also be cautious when adding ex students, parents/carers to 'friends/contacts' on sites and maintaining contact.
- While some material on the Internet may not be illegal, there is plenty of material, which is just not appropriate within the academy environment, staff will maintain professional standards and ethics and ensure this material is not accessed or shared. We are aware that sites can contain negative attitudes, pornographic, dangerous, illegal activities or gambling and these may not always be blocked by our Internet filter and will be closely monitored by staff. Staff have a responsibility to monitor the filtering system and will report any inappropriate sites.
- Staff will only download files with permissions and ensure they are from a trusted source. Files will always be appropriate and for academy use and will not breach copyright infringement. Care will be taken when using external devices.
- Staff should be aware that the academy's network and their Internet use is monitored centrally and any misuse will be reported to their line manager for appropriate action.
- All staff have a responsibility to change their password regularly and will not allow students to use a computer under their logon unless closely supervised. This also includes not allowing other staff members or others to use their logins. Staff will also log off each computer when finished or will lock the computer if in a staff work area. Staff should be aware of maintaining strong (includes letters, numbers, upper and lower case) passwords
- Staff should protect themselves and follow good practise when using the Internet. If staff are not sure how to protect themselves ie; setting privacy options, they should gain support through the IT department or through the websites given on this document. Staff will regularly check their security on such sites and will limit access.
- We also have remote access to our managed learning environment and email, staff will take particular care when accessing outside of the academy ensuring they log out completely and close any browser windows.
- Staff have the responsibility to report problems with spyware, viruses or breach of privacy on any academy equipment immediately to the IT department. If it is a case of misuse or inappropriate material by another staff member is should be reported to your line manager immediately.
- Copyright of material will be respected by all users of the academy network.
- Staff should not take part in instant messaging chats with students unless part of teaching and learning.
- All staff should be aware of their responsibility to ensure the e safety of everyone including themselves, taking active participation in e-safety education.

Vaccinations

Staffs 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.

Due to the personal support given to students intimate care the Hepatitis B vaccination is provided and delivered periodically by the Academy.

Visitors

The Academy and Rainbow House welcomes visitors. Every visitor is required to sign-in when they arrive at Academy, wear a visitors' badge at all times and sign out when they leave the premises. visitors also sign in at the entrance of Rainbow House.

Members of staff should inform the Academy Office if they are expecting visitors or if special events are taking place in Academy. The Academy office will ensure that all arrangements are recorded in the Academy diary. Visitors to Rainbow House must sign in and out there also.

Volunteers

The Academy and Rainbow House welcomes volunteers who can bring additional expertise into the Academy. Any regular volunteer work is to be arranged and designated to identified areas of the Academy. All volunteers and work experience placements at the Academy are subject to DBS clearance and full identification documents in place. Volunteers are monitored by the Head of Care supervised by key workers or another designated member of staff.

Volunteers and work experience placements are subject to scrutiny and agreement with the Academy's senior managers. Volunteers and work experience students are not to be left alone with Academy or Rainbow House students at any time. If there are any concerns regarding the volunteers and work experience students they should be reported to the Head of Care or senior managers. Student and staff confidentiality must be observed at all times.

Whole Academy Communication

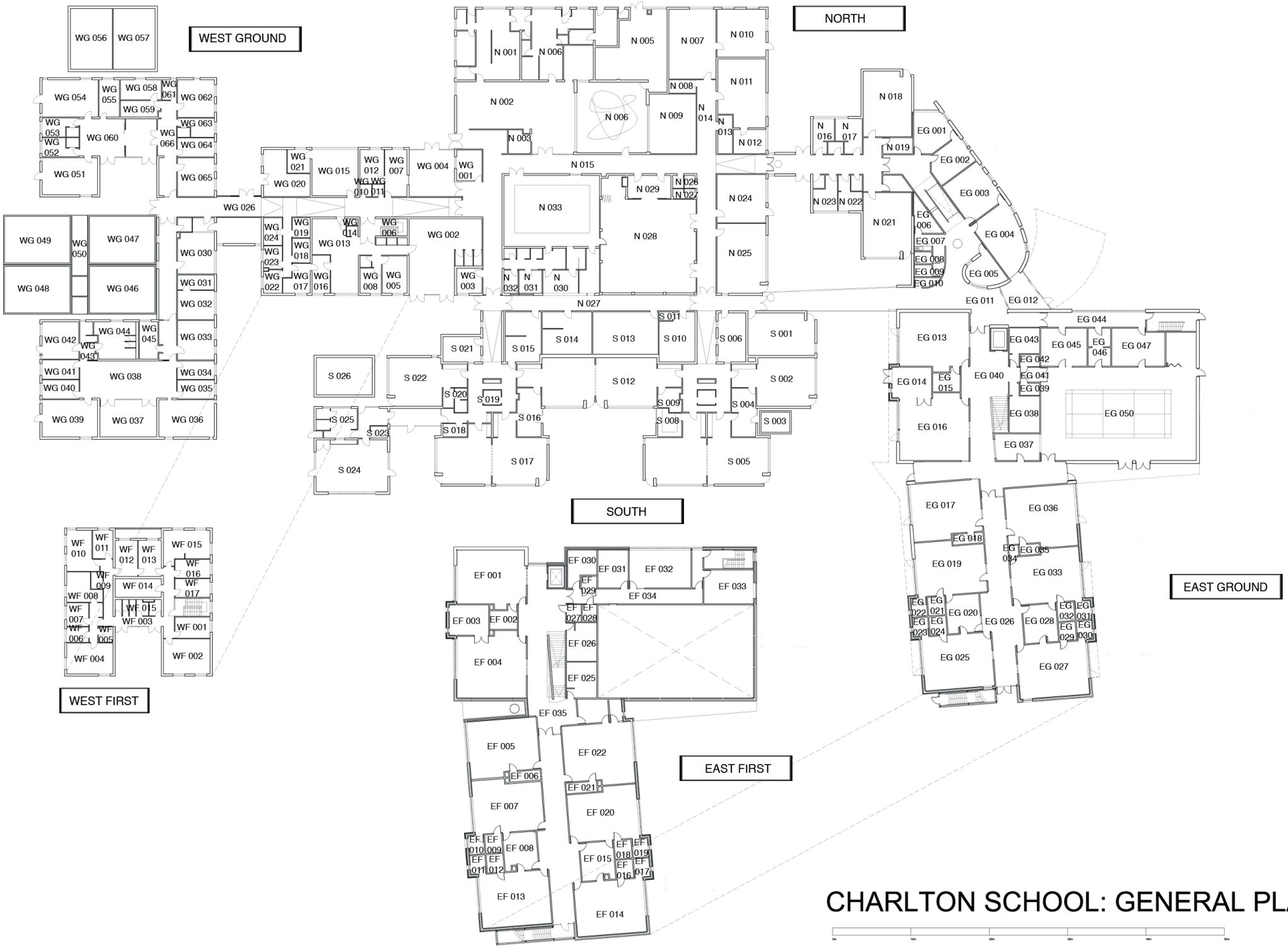
There is the Academy diary in the reception office. Staff are asked to record any staff absences, training days, Academy trips or visitors to this diary. The information in this diary is collated and sent out weekly via email as a Academy bulletin. You can also email Sandra Evident if you would like anything added to this weekly bulletin. The information is also transferred daily to Fronter on the hub room page so all staff have easy access to staff absences and cover.

We have a whole Academy calendar on Outlook and the website which contains the dates for whole Academy events, key deadlines for staff and any other important dates. Nina Randell-Webb has administration for this calendar so if you would like anything added please email her, likewise if you need access via the shared calendar tool on outlook. Any relevant dates are also added to the academy calendar on our academy's website.

Tracey Francis is the Academy's communication and digital media officer and oversees the Academy website, newsletters, digital display screens and any other printed publications. Our newsletters are produced half-termly and Tracey oversees the design and production of this.

Our website is used as a resource for sharing information, celebration of achievements and communicating with our parents. If you would like to add anything you can send this to Tracey. We also have a twitter account which you can send information to Tracey to tweet.

We have home Academy contact books for daily communication with parents/carers and Rainbow House. Handover sheets are used in Rainbow and copies are made to send home to parents/carers or emailed.


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