



Hamilton Lodge School

Care Policy

## **Introduction**

In the Care Department we strive to provide an environment where our residential pupils can enjoy the benefits of living in a vibrant, friendly community where their individual needs are recognised and provided for. During their time at Hamilton Lodge School the pupils make friendships which they will carry on throughout their lives. They develop the skills they need to become well rounded independent young people ready to take their place in the adult world. They gain the confidence to make choices based on the valuable experience and knowledge gained during their time at school in a supportive and nurturing environment.

We aim to develop an atmosphere which supports the pupil's education and the life of the school as a whole. In 'out of school' time we aim to foster the social and personal development of the pupils and provide education in its broadest sense so that each child can fulfil their potential.

### **We aim:**

1. To provide a happy and caring atmosphere where everyone is respectful, considerate and tolerant of others and where each individual considers the consequences of his or her actions for others.
2. To give each individual the opportunity and the space to develop his or her own sense of identity within a safe environment.
3. To promote a good understanding of moral principles through the provision of pastoral guidance within school and house (see also Pastoral Policy) and through the provision of good role models.
4. To provide clear and consistent boundaries to allow the individual to develop a sense of right and wrong and to develop his or her self-discipline.
5. To provide the opportunity for young people to develop both their social & independent skills.
6. To help pupils to develop a wide range of interests through the provision of variety of on and off-site activities.
7. To develop good, honest, and trusting relationships between the care staff and pupils.
8. Through the development of supportive relationships with the young people, staff can anticipate problems and ensure that the needs of the young people are being met.

## **Staff Structure**

The Head of Care manages the Child Care Department. The Senior Child Care Officers, co-ordinate the day to day running of the boarding houses. There are both full-time Child Care Officers and additional part-time Care Staff who work in the evenings to give good staff coverage allowing us to offer a wide range of choices for residential pupils in the evenings.

All our existing Child Care Officers hold a relevant qualification in Caring for Children and Young People. Any newly appointed staff commence the NVQ 3 Health and Social Care (Caring for Children and Young People) within three months of starting work for the school. All Child Care Officers study for CACDP Level 1 and 2 in British Sign Language. In addition all Child Care Officers are qualified as First Aid 'Appointed Persons'.

## **Facilities**

The residential part of the school is divided into three `houses`. No 1 house accommodates the primary children and the senior girls. No 15 accommodates the senior boys. No 11 house accommodates the year 12 pupils, and provides them with increased opportunities to learn independent living skills.

In No 15 house there are two recreation rooms on the ground floor. One is split into different areas. There is a kitchen area for young people to make drinks and snacks, containing a fridge, toaster, kettle and microwave. It also has an electric hob and fan oven which is used to teach pupils to make healthy snacks for themselves. There is a computer area containing two networked computers. There is also a comfortable sitting area with sofas and a coffee table where pupils can watch Sky TV, DVDs etc. There is also a pool room.

On the first floor there is a recreation room containing sofas and a TV /DVD player. There is also an area for young people to use games consoles and an area with two networked computers.

The residential pupils have the use of the school gym in the evenings and the all-weather pitch on the school premises under staff supervision.

No 1 house has four large recreation rooms for the residential pupils. One room has facilities for making drinks and snacks and is equipped with a kettle, fridge, toaster and microwave. The other has space for various activities including a TV lounge area, computer area and quiet/study area. There is also an area with a full kitchen with a dining area attached.

No 11 house has a large recreation room equipped with sofas, T.V, DVD player and satellite TV.

## **Passing of Information**

### 1. Handover Book

Each house has a handover book in which staff write any messages, incidents, telephone calls or other relevant information. Each member of staff is responsible for ensuring that they read this book and also for recording any relevant information which they need to pass on.

### 2. Internal Notes

Both teaching and care staff use a system of 'internal notes' to record important information about a child that other staff should be aware of. There is also a white board in the staff room to inform staff of anything which concerns them.

### 3. Regular Meetings

The Head of Care is a member of the Senior Management Team, which meets weekly. A Senior Child Care Officer passes on information each morning to school staff via the Head Teacher at morning briefings. Similarly, information is passed from school to care staff via the Head of Care. The Child Care Staff from each house hold a weekly meeting. The Head of Care also meets with the Senior Child Care Officers on a weekly basis. Senior Child Care Officers meet at 3.30pm every day to plan the evening activities and staffing and are joined by the rest of the department at 3.45pm.

### 4. Contact with Parents/Carers

Parents/carers are encouraged to keep in regular contact with their children and with the school. Young people can use the minicom at any reasonable time. We also have facilities to use fax and E-mail in each house. For young people who have difficulty in using a minicom by themselves, a member of staff will help the young person to type or read the reply. Parents/carers can also telephone regularly and a member of staff will act as an interpreter during the call. The majority of pupils have mobile phones.

We have a system of home/school books which we use, if the parents/carers find it helpful, where staff and parents/carers can pass information to each other. Some parents/carers and pupils prefer not to use this method. In these cases if any information needs to be relayed to them staff will either write, telephone or e-mail according to their preference.

## **Safeguarding and Child Protection**

We comply with the school's procedures on Safeguarding and Child Protection. We recognise that as child care officers we are in regular contact with young people in an informal setting and are in a good position to pick up any signs whether physical or behavioural which may indicate abuse.

## **Medical Procedures**

### **Surgery**

There is a surgery area based at No. 1 house where young people may receive medical treatment or advice if necessary. There are also two single bedded rooms in sick-bay leading from the surgery.

The School Nurse is available on a daily basis and holds a surgery every lunch-time (see separate sheet for hours).

### **Doctor**

The School Medical Officer is:

Dr V Sutcliffe  
Ardingly Court  
1, Ardingly Street  
Brighton

She holds a weekly surgery at the surgery in No 1 house every Wednesday at 4.15pm. She will see young people referred by the school nurse, parents, staff or by the pupil themselves. If a young person is ill at any other time an appointment can be made at the doctor's surgery. A member of the practice will attend the school out of surgery hours in an emergency.

### **First Aid/Accidents and Emergencies**

Any member of staff or young person requiring urgent medical attention can be taken to the local accident and emergency department which is literally a few hundred yards from the school. There are First Aid trained staff in the school, who can administer First Aid in an emergency (see separate sheet).

### **Medication**

The School Medical Officer has agreed a list of non-prescription medicines/treatments which can be given by Child Care Staff to residential children if necessary. Parents have been asked to sign a copy of this list giving their permission for Care Staff to administer these treatments. A copy of this permission form is kept in each young person's medical file in surgery.

Surgery has two locked medical cupboards containing a good basic supply of medical items plus any regular medication required by the young people or prescribed by the school doctor.

No. 1 and No 15 house also has two locked cupboards in the upstairs duty room containing a basic supply of medical items. No.15 Child Care Officers hold an early

morning and bed-time surgery where regular or prescribed medicine is given to students.

All treatment or medication given is recorded in the medication file (one for each house). A Senior Child Care Officer brings the boys' medication file to surgery each morning and collects it after school to record any medication given during the day.

There is also a surgery/sick bay book where any young person visiting surgery should be recorded.

### **Children with Additional Medical Needs**

There are some young people with medical conditions or additional needs. The School Nurse compiles a list of all the young people's allergies or specific medical issues called the 'Medical Bulletin'. This information is made available to all staff.

### **Opticians/Dentist/Hospital Appointments**

Where possible we encourage parents/carers to make appointments at home during weekends and school holidays. We are however able to take young people for appointments where necessary.

### **Night Cover**

Night cover is provided by Child Care Officers on sleep-in duty. The ratio of sleep-in staff to children is 1:12.

In addition the Head Teacher and Head of Care operate an 'on-call' system and can be contacted easily by mobile telephone for help or advice. They all live within a ten minute radius of the school (see 'on-call' rota).

## **After School Activities**

The school day finishes at 4.00 pm. All the young people then go to their respective houses. The young people then have the opportunity to take part in an after school activity of their choice. There is also the opportunity for young people to do their homework or to relax in the recreation rooms and watch television, play board or computer games or just chat.

Listed below is a typical selection of the activities which may be available to both boys and girls.

Street dancing	Cricket	Visits to local parks.
Football	Basketball	DVD Night
Swimming	Cookery	Pool
Table Tennis	Aerobics	BBQS
Visit to Library	Cinema	Computer/Games Consoles
Camping	Megazone	Youth Club
Circuit Training	Tenpin Bowling	Soft play
Rounders	Homework Club	Cinema

The period after supper has a mixture of activities on offer depending on the time of year, although many pupils choose to spend their free time relaxing and chatting in their recreation rooms or bedrooms or doing their homework.

## **Independence Programme**

During Yr 9, Key Workers gradually prepare residential pupils in their key worker group to become more confident and independent on trips out of school. Young people practice using public transport, leisure centres, shopping etc. with a member of staff nearby to help if necessary, preparing them to become more independent in the following years.

Pupils can go out independently in small groups once they reach the age of 14 and when they have successfully completed the Independence Training programme. Pupils fill in an off-site form giving details of the activity/reason for going out, where they will be going, the time of their return and how they will get there (bus, walk etc). This must be agreed by a Senior Child Care Officer before they can leave. Each young person must have a signed letter from their parents giving permission for them to go out on unsupervised activities.

Laura Walton  
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