



HAMILTON LODGE
SCHOOL AND COLLEGE

All policies are developed collaboratively to ensure we fulfil our mission to teach each one of our Primary, Secondary pupils and Further Education students to:

- develop a full language to support memory & learning
- achieve their academic and vocational potential
- be safe and confident in the modern world
- have happy memories of their childhood and make lasting friendships
- be healthy and resilient both physically and emotionally

33 SP. Statement of Purpose.

Compulsory Policy.

HLSC Specific Policy. ✓

Date Approved:

27 October 2020

Chair of Governors:

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Policy Lead:

Head of Care.

Next Review Date:

27 October 2021



Hamilton Lodge School and College Policy Document.

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Introduction

In the Care Department we strive to provide an environment where 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 young people 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 develop an atmosphere which supports the pupils' education and the life of the school as a whole. In 'out of school' time we 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 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 her or his 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 a variety of on and off-site activities.
7. Through the development of supportive honest, and trusting relationships with the young people, staff can anticipate problems and ensure that the needs of the young people are being met.
8. To support our young people's education by fostering and maintaining close professional relationships with our colleagues on the education team.
9. We are committed to ensuring that all young people, staff, visitors and their families have equality of opportunity and freedom from discrimination. We recognise and respect diversity in our society and will provide a consistent quality of service without discrimination on grounds of gender, ethnic origin, sexual orientation, age, social class, disability or religious beliefs.
10. We recognise the importance working in a trauma-informed way, based on the understanding that a child's experiences of adversity and trauma can have long-term impact and leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour and mental health.

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 young people in the evenings. Some staff, known as individual needs assistants (INA) hold specific responsibility for ensuring a particular young person's needs are met.

All houses have wake-in night staff. These are regular workers who are sourced through a local care agency.

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

Staff Support

All care staff receive formal supervision once a term, every six weeks. The head of care supervises the senior management team who, in turn, supervise the members of the care team they line manage.

The head of care has meetings with the principal every week and has external supervision once a term. The school nurse has external clinical supervision once term with a clinical lead.

Care Supervision policy.

Supervision planning and records.

Arrangement of Accommodation

The residential accommodation is arranged over four houses situated along Walpole Road. The houses are known by their numbers.

No 1 house accommodates keystone 3 and 4 boys. An annex within No 1, known as 1B provides a small nurturing environment for a group of primary age boys.

No 11 house accommodates male further education students

No 15 house accommodates girls secondary and FE students. girls.

This boarding accommodation aims to promote independence and is equipped to provide all young people with opportunities to learn independent living skills.

Hill House offers care and support for up to four young people who have additional needs and therefore require a higher staff-to-boarder ratio. The emphasis again is on helping young people maximise their independence in a supportive environment.

Description of Facilities

All houses have WIFI with parental controls installed.

Boarding Houses

No 1

House accommodates Keystage 3 & 4 boys it comprises of two recreation rooms with space for various activities including a TV lounge area, computer area and quiet/study area. Use of these rooms is loosely divided by age between older and younger boys. The house has a full kitchen used for making snacks and occasional meals. Breakfast is taken in this house. There is a staff office. Bedrooms are upstairs and are a mix of single and shared accommodation. As much as possible young people choose their rooms. It is possible to move around within accommodation as friendships groups form. Bedroom furniture consists of bed, locker with key, wardrobe and chair.

No 1b

Accommodates young people who require a higher level of support. It is a small nurturing environment with higher staffing ratios. The accommodation comprises a lounge/diner and a well-equipped kitchenette. 1b has a separate entrance to no 1 but is connected to no 1 house by means of a key code door.

No 11

House accommodates male students and has two recreation rooms equipped with sofas, T.V, DVD player and Now TV. There are internet linked computers for homework and leisure use. There is a basement kitchen where residents are encouraged to make their own meals. The ethos in No 11 is focused on supporting young people to reach their potential for independent living. Activities are organised by the young people themselves and they are expected to take responsibility for managing their own time. Students cook in groups once a week. Bedrooms are spread across the basement, first and second floors and are a mix of single and shared accommodation. As much as possible young people choose their rooms. It is possible to move around within accommodation as friendships groups form. Bedroom furniture consists of bed, locker with key, wardrobe and chair. Bedrooms have thumb turn locks and young people have their own key.

This house contains a laundry area where laundry from no 1 and no 34 as well as cross school, is washed by a dedicated team. Young people can access this area under supervision. There is a domestic washer and dryer for young people's use located in the kitchen.

No 15

House accommodates Keystage 3,4 7 FE girls and comprises two recreation rooms, one on the ground floor and one on the first floor for board games, DVD's and tv viewing. Both recreation rooms have computers linked to the internet. On the ground floor there is an art room which is also equipped as a salon (hair, nails and make-up). There is a kitchen area where young people are encouraged to cook meals, and to make themselves drinks. Bedrooms are downstairs and upstairs and are a mix of single and shared accommodation. As much as possible young people choose their rooms. It is possible to move around within accommodation as friendships groups form. Bedroom furniture consists of bed, locker with key, wardrobe and chair. All bedrooms have thumb turn locks and the young people have their own keys.

Hill House

Provides accommodation for up to four young people with additional needs. The accommodation comprises four single bedrooms, three with access to ensuite bathrooms if necessary, a lounge sitting room and a kitchen. There are small external sensory areas to the front and rear of the building. There is a secure garden with a space for outdoor eating too.

Independence Flat

There is a semi-independent flat located within no 1 Walpole road. This flat has separate access and allows FE students to experience independent living at first hand. Young people are expected to manage their own time appropriately including catering for themselves and fulfilling their academic commitments. Most young people will have an opportunity to spend an extended period in the flat during their final year at Hamilton Lodge.

Corona Virus

Strenuous efforts have been made to ensure accommodation can function safely within PHE guidelines. A risk assessment is in place [House risk assessment COVID-19](#) which details the measures in place. Control measures are currently reviewed weekly by the Leadership team. There is a protocol [Suspected COVID-19 learner](#) which is shared with all staff and details actions they should take if they suspect a learner is showing symptoms of Corona virus.

Other facilities

All residential pupils have the use of the school gym in the evenings and the all-weather pitch on the school premises under staff supervision. There is a small flood- lit ball court to the rear of No 11. No 15 has a garden which all young people can access, vegetables are grown there. All young people can access the sensory room located in the Simmons Building.

Passing of Information

Handover

There is a daily briefing meeting prior to the start of the afternoon shift. This is led by senior care officers with input from Head of Care, school nurse and teaching staff. This briefing is currently taking place via Microsoft Teams. Relevant information from the school day is shared and evening activities are planned. This meeting is recorded by a senior care officer and minutes made available to all houses to ensure information can be accessed by staff coming on duty at different times. Information from the evening and overnight from each house is fed via an email to senior school staff, into a morning briefing for educational staff held at 8.30 each morning.

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. These internal notes are stored electronically on the school intranet in individual learners files.

Regular Meetings

The Head of Care is a member of the Leadership Team, which meets weekly. The boys and girls house teams hold a weekly meeting to discuss and decide upon issues pertinent to the house. The Head of Care also meets with the Senior Child Care Officers on a weekly basis for Care Management Team meetings. Minutes are kept and circulated to Leadership Team.

A safeguarding team comprising of senior workers across the care and teaching teams meets weekly. This meeting is attended by the Principal who maintains an oversight of safeguarding within the school. This Safeguarding meeting focuses on safeguarding and pastoral issues for individual young people and ensures whole school safeguarding obligations are met and exceeded. Other regular meetings include Pupil Support Meeting a weekly meeting chaired by the SENCO and attended by the school nurse, SALT, OT and representatives from both boys' and girls' houses. This meeting focuses on additional support needs for individual pupils across school and care. Minutes are circulated and the care representatives feed back to the care team via the daily briefing. There are frequent informal opportunities for contact between staff within the care department and across school.

Contact with Parents/Carers

Young people have mobile phones which they use to maintain regular contact with home. There is a Wifi network in all the houses which enables young people to make use of FACETIME and SKYPE on their personal devices.

Houses have external lines so parents/carers can telephone regularly if they wish. A member of staff will act as an interpreter during the call if necessary.

All houses have dedicated mobile phones which are carried by staff on shift. These numbers are widely circulated to parents and within school.

There is a system of home/schoolbooks which are used, 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. All young people have a key worker

who will maintain contact with home at a level of frequency agreed between the young person, parent/carer and keyworker.

Each young person has a dedicated area on the school [SharePoint system](#) with an area that can be accessed externally online by their parents. Here, parents can see key documents, pictures of their child's activities and view progress comments from members of staff. This section is updated regularly giving parents up to date information on how their child is getting on at school. An electronic blog, Yama, is in use where children, staff and parents can share photographs and comments to and from home. This is a celebratory process designed to best highlight positive aspects of a young person's life.

External Visits.

There are termly visits by a governors' representative who completes a section 20 report. This report is circulated for discussion at governors meeting and is made available for all staff to read.

Governors visit boys and girls houses every term and produce a report which makes judgements of the provision against Ofsted benchmarking criteria.

An independent listener visits termly. The Governors representative and independent listener have a good level of BSL. Governors are accompanied by an interpreter.

Safeguarding and Child Protection

Safeguarding team

Safeguarding and child protection responsibility within the school is held with the Safeguarding team. The head of care is the DSL with head teacher, senior care officers and assistant heads all holding deputy DSL roles. The care department complies with the school's procedures on Safeguarding and Child Protection. Childcare officers are in regular contact with young people in an informal setting and are in a good position to notice any signs whether physical or behavioural which may indicate abuse. Staff are aware of how to report a concern.

All staff receive a specific Safeguarding Induction prior to starting work and receive at least annual safeguarding training and updates from the Designated Safeguarding Leads and from external trainers.

[Training planning and records](#)

[Generic staff safeguarding page](#)

[Safeguarding and Children Protection Policy](#)

[Details of safeguarding team.](#)

[DSL and Team](#)

All work is overseen by the principal and a delegated safeguarding governor. Clear processes are in place if an investigation involved either the principal or the safeguarding governor.

Alarms and CCTV:

All houses have adapted fire alarm systems installed which provide visual as well as aural alerts. Fire drills are organised by senior care officers and are carried out at least termly. Fire drills are recorded and records are maintained by the Business Manager. Fire plans and any personal evacuation plans are kept in the proximity of the fire alarm control panels.

All houses have intruder alarms which are activated at night and over the weekend. Both alarm systems are connected to a private security firm who provide support in the event of an activation.

[CCTV Policy.rtf](#)

From time to time in order to ensure pupils safety, for example in a child protection or safeguarding situation, we may take practical measures such as overnight door alert alarms to further ensure pupil safety. Such measures are always taken with the agreement of parents and pupils and the awareness of the relevant placing local authority and Ofsted.

CCTV is installed outside the school buildings and within some teaching areas. CCTV is not used within the accommodation.

Online Safety:

Computers at HLSC are linked via an intranet and to the internet. There is WIFI installed throughout HLSC. All the networks including the WIFI have safety and filtering software installed. These are overseen by an independent consultant. All young people regularly receive internet safety awareness and advice. [On Line Safety Policy](#)

Risk assessments and Health and Safety

All premises and activities are covered by risk assessments. Individual risk assessments may be in place for young people that require them. The business manager is the health and safety officer responsible for ensuring health and safety standards are met. [Health and Safety Policy](#)

Deprivation of Liberty Safeguards

We have an independence programme which young people complete in order to go offsite unaccompanied. There are a few young people at the school who are over 15 who we do not allow off site unaccompanied because, to do so, would place them at risk of harm. In these instances, plans are agreed with the young person and their parents. Placing authorities are informed of these arrangements by letter and advised to make representation to the Court of Protection for authorisation of this potential Deprivation of Liberty.

Rewards and consequences

Care staff offer all young people unconditional positive regard so take every opportunity to celebrate and praise individual achievement. Much use is made of recording activities and publishing photos which show young people's activities and achievements. There is a weekly whole school newsletter where stories and articles about what activities young people have carried out that week are published. The No 1 and No 15 houses have a 'Star' of the week where an individual young person receives recognition for particularly positive behaviour.

The maintenance of good order is essential for ensuring the happiness and welfare of young people and staff at Hamilton Lodge. Generally the strong relationships which exist between care staff and young people ensures that incidences of poor behaviour are minimal and when they do occur they are managed and resolved by discussion between all parties involved. There may be occasions when a sanction is appropriate to support a young person to modify their behaviour.

Any sanction given is always approved by a senior member of staff and it has to be commensurate with the misdemeanour, eg early bed for young people messing around after lights out. All sanctions are recorded in a bound book, young people are expected to engage with this process by commenting on the sanction and having their comment recorded in the book. This book is reviewed by the Head of Care and the schools Independent Visitor. Information re sanction given forms part of the Head teachers report to governors.

Any more serious issues are dealt with by senior staff via the whole school and college behaviour. Policy. This may include agreed behaviour planning, risk assessments and whole school strategies which support young people to manage themselves.

[Behaviour Policy](#)

[Behaviour Principles](#)

Independence Curriculum

All staff work to prepare residential pupils to become more confident and independent on trips out of school. Young people practise 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. Students may go out alone once in FE provided they have reached appropriate levels of independence and have permission of their parents.

There is a supported independence group for young people who find it difficult to access the independence programme. Young people on this programme will receive extra support and go through the process at a slower pace than their peers.

Some young people will not be able to reach full independence because safety or physical factors preclude this. In these cases individuals will be subject to risk assessments outlining the level of independence they can achieve. If necessary, mental capacity assessments will be undertaken to determine their level of self-determination in this process. The attitude is always that young people will reach the independence to the best of their abilities. Care staff are aware of and pay due regard to Deprivation of Liberty Safeguards.

Medical Procedures

Young people have a right to the best health care available. They should receive sufficient information and opportunity to develop a healthy lifestyle. The young person's health is regularly monitored and there are visits to general practitioners, opticians and dental practitioners when required. This aspect of a young person's care is overseen by the school nurse.

[First Aid Policy](#)

[Medical Policy](#)

Health Centre

There is a surgery area based at No. 1 house where young people may receive medical treatment or advice if necessary. There is a private consulting room a single room bedroom next door should it be required. In cases of sickness likely to last more than 24 hours the expectation is that the child returns home. In exceptional circumstances arrangements can be made to accommodate a sick young person in their residential house.

The School Nurse is available on a daily basis.

Doctor

The School Medical Officer is:

Dr H Dirmikis
Ardingly Court Surgery
Ardingly Court
1, Ardingly Street

Brighton

The practice 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. Where possible for non-emergency appointments sign language interpreters will be provided.

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 a few hundred yards from the school. There are First Aid trained staff in the school, who can administer First Aid in an emergency.

Medication

The School Medical Officer has agreed a list of non-prescription medicines/treatments which can be dispensed by 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.

All the residential houses have medical cupboards containing a basic supply of over-the-counter medical items and regular or prescribed medicines for young people. Medication can be dispensed by care staff once they have completed relevant training. All care staff undertake a Safe Handling of Medicines Course and are judged competent by the School Nurse before being allowed to dispense medication.

All treatment or medication given is recorded in the medication file (one for each house). Medication files are carried between houses and surgery each morning and collected and taken back to the houses after school. The medication files contain relevant MARS sheets and a hand over book to allow sharing of information between care staff and school nurse. Daily interventions are recorded by the school nurse onto a shared online file relevant staff can access.

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. Governors have an overview of how we manage additional medical needs and provision via a termly governor nurse meeting and a governor comment to governors meeting.

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 and wake in night staff. Wake in night cover is used where there is a strong likelihood that young people will require support overnight and to support a young person with behaviour or with their complex medical conditions.

The maximum ratio of sleep-in staff to children is 1:14.

In addition the Head Teacher, Principal and Head of Care operate an 'on-call' system and can be contacted easily by mobile telephone for help or advice. (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.

Current Activities.		
Street dancing	Cricket	Visits to local parks.
Football	Basketball	DVD Night
Swimming	Cookery	Pool
Table Tennis	Aerobics	BBQS
Hockey	Cinema	Computer/Games Consoles
Camping	Tenpin Bowling	Rock climbing
Circuit Training	Homework Club	Arts and craft activity
Rounders		

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.

Supporting Polices

This policy should be read in conjunction with the following policies.

[Child Protection Safeguarding Policy](#)

[Children who go missing from school policy](#)

[Behaviour Policy: Student Grievance](#)

[Medical Policy](#)

[Independence Policy](#)

[Online Safety Policy](#)