



Statement of Principles and Practice

Oak Lodge School's Vision

To empower, inspire, encourage and challenge our young people to develop the knowledge, understanding, resilience and skills to become thinking, responsible citizens who can succeed in a changing world.

Strategy

Community

- Respect for ourselves and others.
- Good work and study practices;
- Making students feel safe, proud and confident
- Staff, students, parents and the wider community communicating effectively and working together for the good of all

Empower

- High standard of teaching to achieve the best for ourselves and others.
- Curriculum that develops key skills and meets the challenges of a changing world;
- Teaching effective communication skills to promote social inclusion in the future.

Innovative and Personalised

- Offering curriculum and study pathways appropriate and challenging for each student;
- Targeting therapy, medical support and other interventions to aid the physical and emotional well-being of each student;
- Being open to innovation and challenge in teaching
- Students are happy, explore possibilities and overcome obstacles

Oak Lodge School's Special Educational Provision

Oak Lodge School is a regional maintained secondary school for students aged 10-19 years. It is the responsibility of Wandsworth Local Authority. It offers day and residential places for D/deaf students and hearing students with speech language, communication needs such as auditory processing difficulties who benefit from being educated in an inclusive multi-modal communication environment. Many of our students also have additional needs e.g. ASD, motor difficulties, visual impairment, emotional and behavioural difficulties, etc. and require a differentiated curriculum and more intensive student support to facilitate their learning.

The School has an appointed Governing Body. The Executive Head Teacher is Derek Kitchin and the Head of Care is Rachel Rust. Oak Lodge currently has 80 students on roll. Phoenix House (residential provision) currently has 11 students with 7 of them residing full time.

Staff Organisation Structure

The Residential staffing consists of a Head of Care, two Senior Residential Workers, 4 Residential Workers and a Waking Night member of staff.

At night time there is also an on-call manager on duty. Temporary staff are taken on when additional short-term staffing needs are identified and funded.

In the event of senior residential staff from Oak Lodge not being able to carry out this duty (due to sickness, leave of absence etc.) the Executive Head Teacher or Head of School is on call and available to provide support and advice. The Executive Head Teacher lives on site or most of each week.

In the event of staff sickness/vacancies we endeavour to cover the post internally. If this is not possible we will engage an agency residential worker or 1:1 support worker who has previously worked at Oak Lodge or an agency worker with appropriate experience. Staff must have a minimum of a level 2 in BSL.

Residential Staff Experience and Qualifications

All newly appointed residential worker will either have a Level 3 qualification in Health and Social Care or experience of working within a residential setting. If a member of staff does not possess the Level 3 qualification they are required to work towards achieving it as soon as possible after appointment. The Head of Care is required to obtain NVQ level 4 in management or to work towards achieving this as soon as possible after appointment.

In addition, the school delivers training to all school and residential staff to enable them to work effectively with our young people; courses include NVCPI and BSL. During staff development days, various other training courses are offered such as

Child Protection / Safeguarding, Behaviour Management, Multi-Sensory, First Aid, Basic Food Hygiene, mini bus driver training, and epilepsy awareness. Training for the administration of medicines is also delivered.

All staff members are required to have an enhanced Disclosure and Barring Service check at the highest level.

Safeguarding/Child Protection

At Oak Lodge safeguarding underpins all of our activities. Safeguarding the students and ourselves is the responsibility of each and every one of us.

Holly Black is the designated lead Child Protection Officer, The Executive Head Teacher, Head of School, Welfare mentor and Head of Care also have Child Protection responsibilities.

There is a comprehensive Child Protection policy and additional Guidelines which are reviewed annually by Senior Leadership Team and governors. This is given to staff at their induction, updates are shared with all staff and the policy is available for all within the school on the network and policy folders.

Our Designated Officers attend training every two years and training is provided for the whole staff group at least every three years.

Specified teaching staff and residential workers are trained in Non-Violent Crisis Intervention (de-escalation and positive handling) and have a responsibility through their performance management to attend refresher sessions.

See **Safeguarding/Child Protection Policy**

Health and Safety

Our Health and Safety Policy details procedures and practices to ensure compliance with healthy and safe working practice in the administration of our care and education services. The Business Manager is the schools Health and Safety Officer.

We maintain a safe and accessible environment for students with sensory and motor disabilities and accessibility for all in line with the Disability Discrimination Act (DDA 1995). However, we are currently unable to accommodate students who require wheelchairs due to the limitations of the accommodation and site.

See **Health & Safety Policy**

Risk Assessments-

Every activity and journey in school and the residential is risk assessed in order to manage any risks identified according to Wandsworth guidelines. Residential students also have individual risk assessments that are updated every academic year. A review is taken at around 6 months or earlier if circumstances changes.

See **School Journeys folder and residential files for student risk assessments**

Fire Precautions

Fire drills are practised termly in school and half-termly for Phoenix House with residential students and staff. The timing of the drill varies to cover all eventualities. The school has staff members appointed as Fire Officers, including most residential staff. Designated staff members are trained by the St John Ambulance or Wandsworth Local Authority as Fire Marshalls every two years. Records are kept regarding all fire drills and outcomes by the school Site Officers. Site Officers ensure appliances are properly maintained.

All staff members receive annual training in Fire Awareness and staff and students are familiar with the procedures to be followed in the event of a fire. Flashing lights are provided in addition the audible alarms.

The school undertakes an annual fire risk assessment. In the event of an outbreak of a fire requiring evacuation of any building the school notifies Wandsworth Borough Council. The fire brigade regularly visit the site to familiarise themselves with the layout and occupancy of the buildings and offer advice as required. Wandsworth Health and Safety Officers inspect the site every 2 years and provide a report with recommendations.

See **Fire Plan**

Equal Opportunities and Accessibility-

Oak Lodge has a strong commitment to equal opportunities both for its students, staff, volunteers and visitors to the school. We adhere to the Equal Opportunities Policy of Wandsworth Borough council and require all our staff to understand and promote this policy in their work.

Oak Lodge is very active in the promotion of its Equal Opportunities Policy and makes every effort to ensure that the needs of **all** students, parents/carers and staff are met within a multicultural/multi-faith environment **supported by positive deaf and hearing role models.**

Oak Lodge School strives to ensure that the school environment and curriculum is as **accessible as possible to all students and students with hearing, speech, language or communication needs.** However, we are unable to accommodate students/students in wheelchairs due to the restrictions of the current accommodation and site.

To ensure equal access to communication the school provides interpreters, Communication Support Workers and Notetakers who work with staff and students. When employed by external visitors, a charge is applied.

See **Equalities 2010 Policy and Accessibility Policy**
Admission Arrangements

Students are usually admitted following an individual assessment, in line with the Oak Lodge's Admissions Policy. They will usually have an 'Education, Health and Care Plan' prior to admission. On occasion students may join the school on emergency, provisional or assessment placement prior to an Education, Health and Care Plan being completed. Parents and carers and their child are fully involved in this process in conjunction with their Local Authority.

The pre-entry assessment is undertaken by a multi-disciplinary team, including residential staff for a prospective residential student.

A report is then prepared detailing the school's decision about the appropriateness of Oak Lodge for the student. This information is sent to the referring borough, Wandsworth Borough Council SEN Department and parents/carers.

Further financial commitment by the LA may be required if additional support or specialist equipment is outlined. Agreement needs to be reached prior to the child starting at the school wherever possible.

If we are unable to meet a student's needs, our report would detail reasons why we consider Oak Lodge to be an inappropriate placement.

Alternatively, it may be decided that a longer assessment period is needed before a placement becomes permanent, and this will be agreed in discussion with the referring authority.

Once the referring authority has assessed the report, they will confirm in writing whether they wish to accept the placement and agree the proposed start date.

Parents/Carers will be visited at home prior to admission by members of the Child Welfare team who collect key background information (such as medical needs) from the home and pass on further information needed to prepare the student for starting at school.

Medical Care

The school has allocated nursing provision for two days a week. In the year of entry, all students meet the School Nurse to go through their medical needs and records.

All staff members handling medication are trained in administering medication to students. Any medication prescribed by a doctor is kept in a locked cupboard and administered accordingly by trained staff.

Some students of sufficient age and understanding will be encouraged to administer their own medication, after consultation with parent/carers.

Specialised training is sought and delivered to meet the needs of students who have complex medical needs. Parents are required to provide full medical information and consent for medication to be administered at school.

Forms detailing medical history and seeking consent for medical treatment are given to Parents/Carers during the Home visit.

The administration of prescribed medication is subject to the Supporting Students with Medical Needs Policy.

See **Supporting Students with Medical Conditions Policy**.

Emotional Well-Being and Care

The school provides pastoral support to all students and runs an Additional Learning Provision system where students can be referred for specialist in-house support including emotional support.

See **ALPS Database**.

Oak Lodge has strong links with National Deaf CAMHS based at Springfield's Hospital and Signhealth. These and other local provisions offer students specific therapies linked to their needs both on and offsite.

Students have weekly discrete PSHCEE lessons in Key Stages 3-5. Emotions sessions are embedded into these lessons. The Programme of Study has been specifically developed to meet the needs of deaf and language impaired young people in order to address their particular vulnerabilities. Additional support from external specialists is also offered to identified students to help them to address their own emotions and recognise and respond to those of others.

See **PSHCEE Handbook**.

The schools Independent Visitor offers 1-1 sessions for **residential** students and students can contact her via Skype and email. All residential students have an allocated keyworker who supports their emotional wellbeing through regular 1-1 sessions

See **Independent Visitor Reports**.

Sensory Start

An active sensory learning programme based on the programmes used in some of the leading educational systems in the world is provided once a week. The aim of this programme is to increase alertness, concentration, confidence and develop the overall wellbeing of our students. It includes Yoga, Capoeira, Pilates, Karate and T'ai Chi. Following this start our students are actively engaged, alert and ready to maximise their learning potential.

Meals

All meals provided in the school are designed to be of a suitable healthy balance and to provide the basis of a good and wholesome diet. We are working within the framework of the Government's Healthy Schools Agenda and have achieved and maintained our national Healthy Schools Status. All students are encouraged to drink water and there are water dispensers within the school and its grounds. Students are not allowed to consume fizzy drinks or sweets. Oak Lodge is a nut aware environment. We provide breakfast, break time snacks and lunch daily for all students in KS3 & 4 and some in KS5.

We have our own school cooks who provide breakfasts and lunches. Halal, Non-Halal and vegetarian options are provided, and specific dietary needs as identified by parents/carers and medical professionals are catered for.

Residential students have the facilities, and staff support, to cook the evening meal for the group. They are also able to make themselves snacks, though they are discouraged from consuming an overabundance of sweets, crisps etc. Breakfast is provided daily and students have a choice of cereals, toast, fruit, eggs, croissants, crumpets and yoghurts.

Sex Education

A programme of health and sex education is provided in PSHCEE (Personal, Social, Health, Citizenship and Economics Education) lessons at KS3, 4 and 5. It is the responsibility of the PSHCEE teacher to plan, co-ordinate and deliver these lessons through the use of visual resources, literature, visiting speakers and in partnership with various professional bodies. The programme includes HIV/AIDS, Sexually Transmitted Diseases, Contraception, Sexuality, Drug Abuse, Smoking and Alcohol etc. within a wider PSHCEE programme.

See **PSCHCE Handbook, and Sex & Relationships Policy**

Physical Care

Under the National Curriculum the school follows the Government guidelines for programmes of physical activity.

Residential students are provided with a wide range of opportunities to undertake extracurricular physical activities.

Religious Observance

It is the policy of Oak Lodge to ensure, wherever practicable, that each student's religious needs are met. All students have the opportunity to attend centres of religious practice at weekends with their families.

We endeavour to accommodate any requirements with regard to dress or dietary considerations or religious observance.

Information obtained through the Home visit to Parents/Carers in relation to each child's religious needs, and the student's wishes will be sought and respected at all times.

Relationships and Behaviour Management and Support

We are committed to ensuring that all individuals within the Oak Lodge School Community expects and actively promotes positive behaviour which allows all its members to learn and work together in an environment where everyone feels safe, secure and valued. Oak Lodge fosters a culture of high expectations in behaviour, personal development and academic/vocational success. Celebration of personal achievement and the achievement of others is at the core of our ethos and our approach to behaviour.

Behaviour management at Oak Lodge is centred on promoting and reinforcing positive behaviour through praise, recognition and encouragement whilst discouraging inappropriate behaviour through de-escalation strategies, the use of restorative approaches and a variety of suitable sanctions. Good teaching depends on developing and managing relationships by having clear expectations, thorough lesson planning and effective feedback, all of which are critical factors on successful classroom management. All staff are expected to have a good knowledge of their students, especially their individual learning, social and emotional needs. Lessons should be appropriately differentiated to enable all students to access and engage with the learning

We have structured our residential unit in such a way that it provides consistent practice within a nurturing environment to promote the emotional, physical, cultural and social development of the students.

Within our care practice, whenever possible, we actively encourage the students and Parents/Carers to be part of the decision making process, working in full collaboration and promoting partnership.

It is our belief that every young person has a right to be treated as an individual with his or her needs being met within our specialist environment.

Staff are encouraged to develop knowledge, understanding and required skills in a range of settings, deploying flexible approaches to enable them to work with each students specific targets within the Individual Care Plans linked to Education, Health and Care plans. This is achieved by working within a multi-disciplinary environment.

This provision is further enhanced by input from other professional agencies inside and outside the school, e.g. SaLT, Social Services, National Deaf CAMHS and SIGNhealth support.

See **Relationships and Behaviour Policy, E-Safety Policy, Safeguarding and Child Protection Policy.**

E-safety

Oak Lodge's E-safety policy operates in conjunction with other policies such as Safeguarding/Child Protection and Data Protection. The delivery of Cyberbullying Curriculum in the Computing Department sits under this policy.

All members of staff and students/students on Oak Lodge premises, are expected to follow the policy unless whereby stated differently. It is the responsibility of each person to understand their obligations and act upon them.

Oak Lodge E-Safety Policy highlights risks of using Internet technologies, electronic communications, wireless technologies and emerging technologies. In addition, it provides the framework of how to safeguard and raise awareness so that users can learn how to use their online experience safely and responsibly.

This policy applies both in and outside normal school hours when making use of school IT systems or equipment.

See **E-Safety Policy, Acceptable Users Policy**

Educational Care and Life Skills / Independence training

Our residential placement capacity is 17 full or part time students Monday to Friday.

Residential placements are designed as an integral part of the specific educational and social programme, which takes into account each student's sensory impairment, language delay and/or impairment, physical disabilities, additional learning needs, emotional well-being and medical needs, enabling them to develop to their full potential.

Weekly boarding gives students the valuable experience of group living with other similar children and staff, through which they learn to participate, work co-operatively with others, make sensible choices and become more independent.

Extended Curriculum

Residential students have the chance to participate in a wide range of leisure and extra-curricular activities both within the school and the local community. These include cookery, arts and crafts, dance, football, drama workshops, etc. Students can also attend a local sports club, go to the theatre, cinema, visit local shops and restaurants and take part in multi-cultural experiences. 6th form students have the opportunity to organise their own activities and undertake these in small groups after completing an assessment to ensure their safety while off site.

Aims are set and monitored and reviewed regularly and some students gain accreditation linked to independent living while in residence.

To ensure a consistent approach to students' development and learning, the residential staff team regularly liaise with teaching staff, social workers, parents and carers.

Group sessions give the students opportunities to work through issues including bullying, racism and equality, to share ideas to improve the environment, menus and news items.

Parents are able to contact their child and staff through phone calls and *Skype* and are welcome to visit during the evening. Questionnaires are regularly distributed to gain feedback and improve practice.

Residential students are supervised 24 hours a day by a team of qualified, experienced and dedicated staff.

Student Premium

Oak Lodge School uses the student premium to support students by providing a wide variety of academic, sports, religious, cultural and musical activities and resources. This includes a range of technologies to facilitate access to education and alternative support and intervention enabling students to have an enriched curriculum, which helps to broaden their understanding of the world. Students are enabled to develop their social, emotional, physical, cognitive and communication skills and to 'narrow the gap' in their attainment.

See **Student Premium Policy**

Governors Committees

A Governors Committee meeting focusing on student progress and welfare meets termly.

The committee is comprised of the Governors, Executive Head Teacher, and Head of Care, Deputy Head of School, Assistant Head Teachers, and Head of Sixth form.

Inspections

The residential department is inspected annually by Ofsted. In addition, the Independent Visitor makes up to six visits per year and provides a report to the Head Teacher and Head of Care, which in turn are reported to the Governing Body. Any actions arising from this are completed by the residential team.

Arrangements made for Contact

Phoenix House welcomes visits from students' families by prior arrangement during the hours of 4pm-8pm. Every opportunity is taken to encourage and maintain an effective Home/School partnership. This is achieved through phone calls, emails, parents' evenings and social events.

All residents have access to a pay phone facility with a text phone, which affords privacy in use.

Students are able to use their own mobile phones to contact friends and family. Students and families are required to agree and sign the personal and electronic equipment procedures included in the welcome pack.

Arrangements for Reviews

Oak Lodge undertakes a formal Annual Review process as required by each student's Education, Health and Care Plan as detailed in the SEN Code of Practice.

Arrangements for setting up reviews are timetabled annually and coordinated by the Head of School, Assistant Head Teacher for Complex Needs / Admissions and the Head of Sixth Form.

Parents/Carers and identified visiting professionals from the referring LA (i.e. Educational Psychologists, Social Workers, Care Managers, SEN Keyworkers Officers, etc.) are formally invited to these meetings.

Most students over the age of fourteen attend the full Annual Reviews, a personal advisor from the Connexions service is invited to the meeting.

It is our expectation at Oak Lodge that pastoral staff within the school will attend student's Annual Reviews.

Some residential students at Oak Lodge also come under the umbrella of 'Looked After Children (LAC)' through Children's Services referrals for residential places. It is a requirement that LAC Reviews are held every 6 months. Wherever possible the timing of the LAC meeting and Annual Review take place consecutively.

Complaints

There is a complaints procedure within Oak Lodge, designed to provide any student, parent/carer or visiting professional the ability to record any complaint they may have in relation to the work of the school or service.

The complaints procedure is readily available on the website or upon request.

Students are actively encouraged to share any concerns or personal issues with key workers, teachers, support staff, school council and Independent Visitor who is able to support students via Skype or email between visits.

All students will be given support, if needed, to access the complaints procedures of their local LA and Wandsworth Borough Council if they wish to make use of them.

Oak Lodge expects that any complaint, however received, should be properly responded to by relevant staff.

Both formal and informal complaints are logged and outcomes recorded, these are reviewed by the Executive Head Teacher and reported to the Chair of Governors.

Last reviewed on: [December 2018]

Next review due by: [December 2019]

Points of contact

Registering Body
Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD
0300 123 1231
enquiries@ofsted.gov.uk

The Person in Charge Of Oak Lodge

Mr. Derek Kitchin
Executive Head Teacher
Oak Lodge School
101 Nightingale Lane
Clapham
SW12 8NA
Tel: 020 8673 3453
Fax: 020 8673 9397
Email: dkitchin@oaklodge.wandsworth.sch.uk

The Person Responsible for Residential Provision

Ms. Rachel Rust
Oak Lodge School
101 Nightingale Lane
Clapham
SW12 8NA
Tel: 020 8673 3453
Fax: 020 8673 9397
Email: rust@oaklodge.wandsworth.sch.uk

Chairman of Governors

Desmond Jarrett C/O Oak lodge School
djarrett@oaklodge.wandsworth.sch.uk

Designated Members of Staff for Child Protection

Holly Black – AHT Personal Development behaviour and welfare
Karen Duggan Stevens- Head of Sixth form
Rachel Rust– Head of Care

Independent Visitor

Megan Jones-Berney
Email : megan@hhts.wandsworth.sch.uk

Police Liaison Officer

Belcher Mark
Mark.Belcher@met.police.uk