

August 2018



***RESIDENTIAL  
STATEMENT  
OF  
PURPOSE***

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## **Aims of St Francis School**

**St. Francis School aims to provide a place of excellence where pupils can achieve their full potential in their academic, creative, personal, physical, moral and spiritual development. We will provide a safe, caring place where pupils and adults feel they can make a contribution and are valued as individuals, learning to respect themselves and others. We will strive to develop a partnership between students, parents, staff, governors and the community as a whole.**

The Residential Placement Is For The Continued Development Through A 24 Hour Curriculum Of The Young Person, Not A Respite Care Service

St Francis School has a range of young people from a multitude of backgrounds from all across the Lincolnshire County. We pride ourselves in providing a safe setting and the promotion of equality for all.

ST FRANCIS CUMMUNITY SCHOOL  
WICKENBY CRESCENT  
ERMINE WEST  
LINCOLN  
LNI 3TJ

TEL: 01522 526498

EMAIL: [admin@st-francis.sch.uk](mailto:admin@st-francis.sch.uk)

Mrs Lorraine Small  
Principal Residential Care Officer

**ST FRANCIS COMMUNITY SCHOOL**

## **RESIDENTIAL STATEMENT OF PURPOSE**

St Francis Residential Area provides educational boarding stays for two nights following the 24 hour curriculum for boys and girls up to the age of 19 years with a broad spectrum of educational needs including medical, physical and complex disabilities.

The Residential Area can cater for up to 18 pupils some of whom have two nights on their Educational Health Care Plan and others who will be on the residential rotation list indicated in EHCP (which allows a term of being residential over two nights) The Residential Area caters for pupils between the ages of 12yrs – 19yrs of age. No more than 3 on one evening will be fully dependent. The remaining pupils will have moderate/high care needs. This enables good peer interaction and allows for appropriate levels of staff to meet all care needs and ensure safety of the pupils in all areas.

There is no charge for residential boarding. It is the parent's responsibility to inform the appropriate authority regarding their child boarding at St Francis.

We are essentially an educational establishment and as such are responsive to legislation and guidance as a school; we follow the National Minimum Standards for Residential Special Schools and have an Ofsted inspection annually.

All Residential Care Officers work together as a team to ensure the young people's safety, equality and diversity needs are maintained in the residential area.

We aim to help the young people stay safe, be healthy, enjoy & achieve through their social interactions and make a positive contribution to their lifelong learning.

## **THE RESIDENTIAL AREA**

### **The residential area**

The Residential area is located in the main school; it is accessed through the main school building located close to the nurse's offices. All young people reside on the lower floor, except one young person may reside in the residence flat located upstairs above the residential school. Off the main corridor we have an office that all residential staff and students use and have access to. Opposite is our laundry which staff only has access to.

### **Accommodation**

The residential school consists of two main boarding areas, boys and girls, and a residence flat upstairs. Each area has a single bedroom and the rest are shared; with two or three beds in each. All have overhead ceiling hoists except the small single bedrooms. Each area has a spacious living area with a TV. The residence flat upstairs has two bedrooms, a bathroom, living room and a kitchen.

### **Bathrooms**

From each lounge area there is a well-equipped bathroom, two areas having overhead hoist facilities, all having access to a mobile hoist. There is a bath and shower in each bathroom area and special toilet/shower chairs are in place. All toilet areas and bath rooms are accessible to wheelchairs and take into account the need for dignity and privacy. Doors can be locked, but staff can open these from the outside in case of emergency.

Toilets, showers and baths have either a door or curtain to ensure privacy and all have a lockable door from the lounge areas.

### **LOUNGE**

Within each area there is a lounge in which to relax. This is equipped with TV, DVD, stereo, sofa, chairs and coffee tables.

### **Communal area**

There is a communal area with games, TV, DVD, games-consoles, comfy chairs and sofas to relax in. Off the communal area there is a book nook for the young people to have quiet time if needed. Here there is a single shower a separate toilet and also two bathrooms. This is for all the young people to use.

### **Dining room**

Our breakfast/dining room leads from the communal area. Here the young people can make their own drinks and snacks. This has greatly helped in their independence and has encouraged the other boarders to help each other. There is an outside area off the dining room so all boarders can choose to eat their meals outside if they wish too.

## **Nursing Provision**

### **RESIDENTIAL NURSES/Care of Boarders/First Aid/House hold Remedies**

There is 24 hour nursing care within the Residential Area provided by ULHT. Any staff who deals with medication and are not nurses have had the appropriate training in medication. Two signatures are required if they are not a nurse when administering medication, this will only take place when on an outing. They are then formally assessed on three occasions by our senior nurse to ensure they are capable to administer medications. The P.R.C.O or L.R.C.O will also call parents, doctor, hospital for any medical needs that they deem necessary.

Care of boarders who are unwell will be looked after by the R.C.O's during their evening with us. If they seem to be too unfit to board then a phone call from the nurse or P.R.C.O / L.R.C.O to home will be made requesting that the boarder will be collected.

Any emergency first aid carried out will be done by the nurse on duty or any member of the team who has a current First Aid certificate. Parents have to consent by written instruction before we can carry out any first aid duties.

Any chronic conditions will be cared for by the staff on duty that are competent carers and have been trained in the boarder's individual needs. They will have all up- to- date training on the conditions of the boarders before their placement commences. Staff will deal with any medical emergencies at the time and call for 999 if needed.

Written instructions must be given if household remedies have been requested to be used whilst boarding and they are to be kept in the locked medication trolleys in the locked nurse's office.

A new medicine policy is being compiled from the ULHT. Please refer to this for more information.

## **CARE PLANS**

Before a boarding placement can commence, arrangements will be made to compile a care plan by filling in a “Me” book. The young person will be encouraged to take part in this process with their parents/guardians, an approved advocate(if required), all reports from professionals involved in the care plan, nurse, teacher, physiotherapist, speech therapist and occupational therapist as applicable. The “Me” book covers, among other things, approval for the use of intercoms, the administration of medications, preferred bed times etc.

This “Me book” will enable Residential Care Officers to gain further knowledge of the young person before they start, so that the young person who is to become a boarder can feel more at home within their new setting and have all their care needs met appropriately, whatever their preferences/beliefs.

The young person will be invited to come for tea and join in with a club before their rotation takes place; this gives a good opportunity for parents/guardians to look around the Residential Area. This will allow them to meet staff and any young person who may be in the area at that time. It can also be arranged to meet the overnight care staff before boarding.

## **CONFIDENTIALITY**

All staff are expected to observe the principle of confidentiality and follow the schools policy.

This is located in the Residential policy file kept in the Residential Office.

This means that personal information regarding any person involved in the residential area is considered confidential unless needed to be shared for safeguarding reasons.

Staff members are responsible for reminding others about the necessity of maintaining confidentiality in cases where sensitive information is being communicated.

## **Residential/School Targets**

We have a 24 hour curriculum so residential targets are carried through and worked on throughout the school day. We have written records of what each young person's targets are in school so we also work on those as well. Young people have the opportunity to build on residential and school targets. These will be chosen by them and their families and once completed will be discussed to identify what they would like to achieve next.

Targets are worked towards with the help of the Residential Care Officers giving support, praise and encouragement enabling the young people to develop their independence/life skills.

## **Evening Outings**

All outings are risk-assessed before any visit takes place, with a risk assessment form being filled out and read and signed by all the staff on the outing. This can be seen by any parents/guardians/inspectors if asked to be viewed.

Consent forms are sent home with each young person for their parent/guardians to sign, giving their consent for the young person to take part on trips throughout their residential rotation.

## **Personal Possessions**

The young people all have their own lockable drawer to look after their own belongings. But if they prefer they can ask for them to be looked after in the residential office where they will be locked in our safe. All young people will be made aware of this when starting to board.

Staff and all young people are responsible for their own belongings.

## **Residential Club Policy**

**Aim:**

The purpose of the after school club is to provide a regular opportunity for pupils to attend in an informal and relaxed atmosphere and to have fun!

- The club will be led by a staff member or teacher or outside agency who will liaise with the residential boarders to build a programme of activities they would like to do, adapting these ideas to meet the appropriate needs and abilities.
- The club will run from 6 p.m. until 7:00pm
- The club is open to all residential pupils.

The framework of activities will provide a variety of opportunities for all residential pupils.

## **COMMUNICATION**

### **To parents/guardians from residential area**

Communication to parents/guardians will be by phone, by young person where/when possible or by home/boarding diaries if requested by the families. All non-verbal boarders will have their daily diary sheets photocopied and sent home so parents/careers can chat about their boarding nights.

If a young person would like to make a private call there is a phone which can be used in the Residential Office or a number of phones in the boarding areas.

Mobile phones can be used through the evening but are turned off at bedtimes, unless being used as an alarm.

### **Liaison between school and residential area**

Hand-over between school staff and the residential team takes place every morning at 8.45 when the young person goes to school and when the boarder comes to residential at 3.30pm daily Monday to Thursday. Any relevant information is passed on and has already been recorded by residential staff in their handovers or by the night staff.

### **Communication using AAC**

Young people, who use augmentative alternative communication, may have symbols books, communication aids or passports to help them communicate effectively with residential staff and young people. Training or guidance is given by school staff on how that young person uses their AAC. Speech and language therapists are available for guidance and support and Mrs. Small is the nominated Communication Champion for the residential area.

## **Reviews**

The young people who are boarding have an annual review. The P.R.C.O. will attend as many as possible and the Residential Progress Report will be written up. The information in this is gathered by their Residential Keyworkers and the P.R.C.O.

The progress report is sent to parents/guardians with a copy of the pupil's school report, health targets and their person centred plan.

A review date is then set for all appropriate school members, the P.R.C.O and members from the multi-disciplinary team to attend with parents/guardians.

## **RESIDENTIAL CARE OFFICERS**

The Residential Area has allocated R.C.O's who take care of the needs of each boarder within the 24 hour curriculum. All staff has a duty of care to treat everyone equally and fairly and to promote diversity and equality throughout the Residential Area.

All Residential Care Officers (R.C.O's) have relevant minimum level 3 qualifications or have qualifications which demonstrate the same competencies, and a current DBS clearance.

Residential care officers have regular meetings and training throughout the year, which follows the requirements of the school and the national minimum standards for residential special schools.

Supervision takes place with the P.R.C.O every term and all staff has an annual professional development review.

All R.C.O's work to follow the same guidelines schemes and policies set out for St. Francis Community Special School. These can be found in the main school policy file which is available to parents/guardians on request.

Each young person boarding will be allocated an R.C.O as their key worker.

The P.R.C.O will work shifts throughout the week to see all the young people and staff. A lead residential care officer will always work the morning and the evening shift and will lead when the P.R.C.O is not at work.

A qualified U.L.H.T nurse works in the residential area each evening and through the night. Two awake R.C.O's work alongside covering care needs.

Volunteers join the residential area for placements. The request comes the organization they attend and all volunteers are subject to DBS checks and references dependent on their age.

Job descriptions for all staff and volunteers are available on request.

All new staff/ volunteers joining the residential team have an induction period.

All induction packs for new staff members are available on request.

### **Staff structure**

Principal residential care officer- P.R.C.O

Lead residential care officer- L.R.C.O

Residential care officer-R.C.O

## **DISCIPLINE & BEHAVIOUR**

Our residential pupils have made their own residential school rules. They are to develop their own self-discipline and to stay in control of their own words and actions, respect each other and to be accepting towards everyone's differences.

The boarding area's R.C.O's are responsible for the general behaviour of the young people.

Should the behaviour of any young person cause concern the P.R.C.O or L.R.C.O will intervene.

If needed, a behavioural plan will be put in place for all staff to follow. By using this programme we can achieve the best for the young person in a positive way.

Appropriate behaviour is reinforced by positive reinforcement and sanctions appropriate to the individual.

For more information on behaviour see main policy file.

Bullying of any kind is unacceptable and will not be tolerated. We take all incidents of bullying seriously.

Please refer to anti-bullying policy.

## **COMPLAINTS PROCEDURE**

At St Francis school the staff are dedicated to giving all the young people the best possible education, treatment and medical care and to care properly for their safety and welfare at all times. We are committed to working closely with parents and believe that the school should work in partnership, each carrying out their particular responsibilities to help the young people gain the most from their time at school.

If you feel that something is not going quite as you would like it to, that we are doing something you are unhappy with, or not doing something you feel we should, please tell us about it.

### **The first step- Informal**

In the first instance, please discuss your concern with St Francis schools P.R.C.O. If you wish to come into school to discuss the problem please telephone school to make a mutually convenient appointment with the appropriate member of staff. We would hope that most difficulties can be resolved in this way.

### **The second step- Informal**

If after speaking to the Principal Residential Care Officer or staff it concerns you may feel that your concern has not been properly dealt with then you should raise the issue with one of the assistant head teachers or the head.

### **The third step-Formal**

If your attempts to resolve the matter informally have not been successful, you should make a formal written complaint to the Head teacher, unless the complaint is about the conduct of the Headteacher. If your complaint is about the conduct of the Headteacher, you should make a formal written complaint to the Chair of Governors, addressing your envelope to the Clerk to Governors, care of the school's address. If for some reason you do not feel able to put your complaint in writing, please contact the school office to arrange an alternative means of capturing your complaint.

You will receive an acknowledgement from the Headteacher or Chair of Governors within five school working days. The acknowledgement letter will also indicate the date by which you can expect to receive the Headteacher's or Chair of Governors written response to your formal complaint letter. This will normally be within ten school working days from the date of the acknowledgement letter.

### **Students Concern**

Students are actively encouraged to give feedback to the visiting governor or the independent residential visitor, or share any concerns. Questions raised by students are then passed to the P.R.C.O so that they can be addressed accordingly and the headteacher will be informed if necessary.

The P.R.C.O. will ensure that the young person is aware that their concern has been noted and what actions are to be taken.

For more detailed information on all policies please refer to the school/residential school policy handbook.

## **Safeguarding**

As a school community, we are committed to safeguarding and promoting the welfare of children, all the staff are expected to share this commitment. All staff, volunteers, students who enter the school is required to undertake an Enhanced DBS check.

Any visitors need to show proof of this before they are able to enter the site.

The school perimeter is secured with a fence and locked gates at all entrances and exists. Staff follow safeguarding protocols and have a safeguarding training pathway from the safeguarding board.

Safeguarding designated officers Mrs Ann Hoffmann Headteacher

Mrs Lorraine Small Principal Residential Care Officer

Mrs Helen Todd Deputy Head

Mr Nick Wray Assistant Head

This full policy and guidance is available to parents/guardians on request.

## **E-Safety**

The remit for the safeguarding of the young person lies with the local Safeguarding Children's Board (LSCB) and this includes e-safety. LSCB has produced an umbrella e-safety policy. The policy contained within this document is drawn from LSCB and written with school staff and young people in mind. This policy and guidance has been produced by the Lincolnshire County Council with input from a number of other agencies.

This policy is followed by all staff along with e-safety training face to face and on line training sessions.

This full policy and guidance is available to parents/guardians on request.

## **Equality, Diversity & Inclusion**

We have a workplace based culture where everyone feels valued because they are treated with dignity and respect. We pride ourselves on Equality, our ethos where everyone can participate and has the opportunity to fulfil their potential. Diversity in our school acknowledges and values the full range of differences between all our pupils and staff members. At St. Francis we pride ourselves on being fully inclusive and giving each individual pupil experiences within our school and the wider community ensuring that they feel valued and included.

## **RESIDENTIAL DAILY ROUTINE**

### **First night boarding Monday/Wednesday**

3:30pm-Unpack pack with staff member and prepare the room i.e. make bed etc.

Have a drink and free time in the area or communal area or post 16.

4:45pm-Tea time in the dining area.

6.00pm – 7.00pm Youth/Sports Club.

Free time in post 16 until 7.30pm.

Return to residential/communal areas for supper/drinks/showers and baths and free time until individual bedtimes.

### **Second night boarding Tuesday/Thursday**

7:00 am-Wake, dress and go to breakfast from 7.45 a.m.

8:30 Residential areas prepare for school, teeth etc.

8:45– School

3:30pm-A drink and free time on the area or communal area.

4:00pm– Free time in post 16.

4:45pm– Teatime

6:00-7:00pm Sports/Youth Club

7:00pm free time in post 16

7:30pm– Return to residential/communal areas for supper/drinks/showers and baths and free time until individual bedtimes.

### **Wednesday/Friday**

7:00 am-Wake, dress and go to breakfast from 7.45 a.m.

8:30 Residential areas prepare for school, teeth, pack etc.

8:45– School

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**Residential Policies & Guidelines**

<b>A</b>	<b>Critical Incident Policy</b>
<b>B</b>	<b>Lock Up Procedure/Alarm Systems</b>
<b>C</b>	<b>Policy On Lost Or Missing Pupils</b>
<b>D</b>	<b>Complaint Policy/Whistle blowing</b>
<b>E</b>	<b>Visitor regulating/Independent visitors</b>
<b>F</b>	<b>Fire Evacuation Policy/ Named person/ Fire Alarm Procedure - Sleep In Staff</b>
<b>G</b>	<b>Risk Assessment Policy/Risk Assessment - Lone Working</b>
<b>HI</b>	<b>Bereavement Protocol</b>
<b>JK</b>	<b>Guidelines Who/Why Named Sleep In Person Would Be Woken / Evening &amp; Overnight Care Staff</b>
<b>L</b>	<b>St Francis School Residential Policy / Residential School Rules</b>
<b>M</b>	<b>Residential Staffing Policy / / Risk Assessment</b>
<b>N</b>	<b>Intercom Policy / Procedure</b>
<b>O</b>	<b>Physical Intervention Policy/Self Harm Policy/A-Frame Policy</b>
<b>PQ</b>	<b>Privacy, Confidentiality &amp; Delivery of Intimate Care</b>
<b>R</b>	<b>Residential Club Policy - Answering The Door &amp; Collection Of Pupils Policy &amp; Procedure</b>
<b>S</b>	<b>Residential Communication needs/ Communication Bill Of Rights</b>
<b>T</b>	<b>Policy On Residential Outings</b>
<b>UV</b>	<b>St Francis Laptop Policy &amp; Disclaimer</b>
<b>W</b>	<b>Health &amp; Safety Policy</b>
<b>XZ</b>	<b>Prefect duties, powers and responsibilities</b>