

Principal: Nick White

Parkwood Hall  
Co-operative Academy  
Beechenlea Lane  
Swanley  
Kent  
BR8 8DR

Telephone : 01322 664441

Fax: 01322 613163

# PARKWOOD HALL CO-OPERATIVE ACADEMY

## Parkwood Hall Co-operative Academy

"Growth through Personal and Social Learning"

### Non Statutory Policy File

# SAFE SUPERVISION OF STUDENTS AT PARKWOOD HALL CO-OPERATIVE ACADEMY

Index No: 06

*Parkwood Hall Co-operative Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

### Our Core Values



**CONTENTS**

1 LONE WORKING..... 2

2 OFF-SITE SUPERVISION..... 2

3 STAFFING LEVELS..... 2

4 RESPONSIBILITIES OF STAFF ..... 3

5 PERSONAL AND INTIMATE CARE..... 3

6 TWO-WAY RADIOS..... 3

7 USE OF CCTV ..... 3

8 TRAINING..... 4

APPENDIX 1. USE OF COLOURED LANYARDS..... 5

# SAFE SUPERVISION OF STUDENTS AT PARKWOOD HALL CO-OPERATIVE ACADEMY

---

Safe supervision at Parkwood Hall aims to safeguard the children in our care whilst promoting positive experiences for the student, which include managed risks.

The National Minimum Standards for Residential Special Schools states:

*"Where only 1 member of staff is on duty at any time, a risk assessment has been carried out and recorded in writing, identifying any likely risks to children, staff and members of the public.*

*"(Standard 15.9)*

Although we are always on duty as part of a team there are times when staff will be lone working with a student or a small number of students.

The following guidelines are in place to ensure that our working practices meet this standard and also that our levels of supervision and support are at a safe and realistic level.

## 1 LONE WORKING

- Check individual risk assessments on a regular basis (update prompts given at briefings)
- Wherever possible make sure a Senior member of staff or a colleague (if a Senior is not available) is aware that you are lone working and what you are doing
- Ensure you have the means of calling for support if required (two-way radio or school mobile phone if off-site)
- Always leave the door open if you are in a room alone with a student.

## 2 OFF-SITE SUPERVISION

- Ensure you have knowledge of individual risk assessments and behaviour plans and follow the staffing levels as specified for particular students.
- If lone-working when taking a student off-site ensure you have read the risk assessment, behaviour plan and medical protocol if applicable.

## 3 STAFFING LEVELS

Staffing levels are determined using the following criteria:

- The level of need of the individual students as detailed on their Statement of Special Educational Needs / Educational Health & Care Plan.
- The activity the students are undertaking.
- Individual risk assessments.
- Individual behaviour plans.
- The skills and experience of the staff.

- Colour of lanyard (see note at end regarding what the colours mean).
- At critical points in the day when staffing levels may drop (e.g. medication times) students may be grouped together so they can be safely supervised and supported by a smaller number of staff.
- A student can be on their own in communal areas or in their bedroom.
- Dependent on individual student risk assessments, a member of staff can be on their own with a student in communal areas.

Staffing levels for groups and individuals are set on the planner and should not be changed without consultation with a Senior.

#### **4 RESPONSIBILITIES OF STAFF**

- Supervision of students should always be pro-active and interactive.
- Inform yourself of all the students who are on the **close supervision list** and follow higher supervision guidelines.
- You should have knowledge of individual risk assessments and behaviour plans and follow the staffing level if specified for particular students and activities.
- Follow the published planner and ensure you are working in the allocated area.
- Alert a Senior if deviating from the published planner or moving to another area.
- Always ensure you have a means of communicating with colleagues (which can be as simple as calling out)

#### **5 PERSONAL AND INTIMATE CARE**

- If there are no individual risks (e.g. epilepsy), and intimate care is not required, a small number of students can be in the bathroom area with 1 member of staff supporting.
- Always ensure there is a second person in the bedroom / bathroom area during intimate care. (Please see Intimate Care Policy and Protocol).
- Follow Intimate Care Protocols for individual students.

#### **6 TWO-WAY RADIOS**

- Use of two-way radios is to ensure adequate communication between staff members.
- Individual staff are responsible for ensuring that they or a colleague have a two-way radio.
- Student information is not to be shared over the two-way radios.
- Use the phrase "Code Red" if you need urgent and immediate help.

#### **7 USE OF CCTV**

- The school makes very limited use of CCTV, balancing the right of the individual to privacy with the need to ensure the safety of all students and staff.
- CCTV cameras are placed so that they cover entrances and exits, outside areas where break-ins have occurred, or are at risk of occurring and corridors on residential houses.

- CCTV images are collected, recorded and stored for the purposes of providing evidence to the Police in the event of a break-in or other criminal offence.
- Stored images may be accessed by the Principal to aid any investigation, whether in relation to a criminal offence or a disciplinary procedure.
- At night, one Waking Night Assistant constantly monitors CCTV images to ensure that students are safe at all times and this person is in radio communication with other Waking Night Assistants.
- Members of staff should not rely on the use of CCTV as a means of protecting themselves against possible allegations. They are safeguarded, and students are kept safe, because the school has very clear policies and practice regarding appropriate supervision and lone-working.
- The use of CCTV should not impact on the quality of interactions between students and staff, nor should it intrude upon the privacy of students.
- Members of staff who monitor CCTV images (i.e. Waking Night Assistants) receive induction and training in its use.

## **8 TRAINING**

- All staff to undertake Safeguarding training every two years.
- All new staff to have Safeguarding training within the first week of their employment.
- Senior staff to have higher level Safeguarding training.

## **APPENDIX 1. USE OF COLOURED LANYARDS**

Parkwood Hall Co-operative Academy uses 4 colours of lanyard, to identify adults who will encounter students and staff according to the level of clearance they have undergone and the degree to which they can have access to students and areas of the school. The colours are as follows:

### **Dark Blue:**

An employee of the school who has undergone full DBS checks (as well as all other required checks) and who may have substantial access to, and interactions with, students of the school, including undertaking intimate care, in accordance with school protocols and the Safeguarding Policy. They have a permanent ID card with a photo and bar-code, which enables their identity to be checked. Their ID card enables them to access restricted areas of the school, such as residential areas.

### **Pale Blue:**

### **Either:**

A volunteer who has met all the requirements (including a DBS disclosure at the enhanced level) of a long-term and regular volunteer. They will not have the same level of access as a member of school staff, (e.g. not able to undertake intimate care or work in a 1:1 situation) but will be able to work alongside groups of students and assist staff. They can escort students around the building without the need for a chaperone.

### **Or:**

A member of agency staff who has met all the requirements (including a DBS disclosure at the enhanced level) of a supply worker (very exceptionally with the added precaution of a risk assessment if required due to a delay in their DBS clearance).

They will not have the same level of access as a member of school staff, (e.g. not able to undertake intimate care or work in a 1:1 situation) but will be able to work with groups of students and individuals in a classroom setting or in residential groups. In the case of a supply teacher they can direct Teaching Assistants and undertake most of the teaching duties of a direct employee. They can escort students around the building without the need for a chaperone, but may not have significant unrestricted access to a student.

### **Green:**

A governor/director/trustee who has undergone a disclosure at the Enhanced level within the DBS structure within the last 3 years, or who is registered for online updates. They may move around the school without the need for a chaperone, but should not put themselves in a 1:1 situation with any student.

### **Orange:**

Any other visitor, contractor or other category of adult who does not have a valid DBS clearance at the Enhanced level and who must therefore be chaperoned.

**Special categories:**

A small number of contracted workers (e.g. psychotherapists, occupational therapists, physiotherapists, locum speech and language therapists, clinical psychologists, educational psychologists and music tutors) will have received full DBS clearance at the highest level but will not be on the school's payroll. These people wear pale blue lanyards and will not have unrestricted access to students, unless there are valid reasons for working 1:1 with a student, in which case they will have had specific written permission from the parent(s).

**APPROVAL**

This policy was written by Chris Allan in April 2016.

Signed \_\_\_\_\_  
Principal

Signed \_\_\_\_\_  
Chair of Governors