

Parent / Carer Guide

Welcome to
The View



Contents

Aims & Objectives of The View

Who's Who

Preparing your young person for their stay

How we will support your young person

Working together

Views of Young People

Monitoring by Independent Visitor

Concerns and Complaints

Changing Arrangements

FAQ

Aims and Objectives of The View

The primary purpose of a stay at The View is to provide an early intervention that brings about change in a young person's life at home by helping them learn new ways of sharing: spaces, attention, resources and choice alongside the acquisition of new skills, all of which can be generalised in different settings. Throughout the residential experience we will provide a safe, secure and happy environment which demonstrates respect, care and worth to everyone involved.

Who's Who

The staff team at The View are part of the wider school community, working closely with the teaching teams in everything that we do. The View's team is made up of -

- Headteacher— Julian Cochrane
- Deputy Headteacher—Carol Park
- Head of Residential Care—George Walklett
- Senior Residential Support Workers— Leannon Buy and Sara Jane White
- Residential Support Workers— Ellie Beauchamp and Karike Jacobs

For queries relating to your young person's stay at The View, please contact::
George@southview.essex.sch.uk

The View mobile is: 07717 810617

Preparing for a Stay

We will work closely with you and your young person, teaching teams and everyone who supports them to ensure they have the personalised support they will need during their stay at The View. We will have a shared understanding of their strengths and difficulties whilst considering your priorities and any concerns you may have. Together we will agree outcomes and the goals from their Educational Health Care Plan (EHCP) to work towards as part of being a part of the residential experience.

Our residential team will spend time in school supporting your young person alongside the teaching team prior to their transition to The View, to build relationships and a better understanding of the personalised support that they need and how this will be transferred to the residential setting. Our overarching aim is for every young person to have a positive experience and feel safe, supported and understood so that they are relaxed and comfortable whilst within their new surroundings.

Working together

We are committed to working in partnership with you, your young person and all supporting professionals to make sure we regularly check priorities are the right ones and to share changes and progress in both school and at home.

We recognise the importance of supporting families and carers before, during and after a young person's stay at The View. Home visits will take place before a young person is starting the residential experience. On the home visit The Residential Lead and the Personal Assistance Manager ,Carolynne Keating will come to visit family homes and discuss how the residential experience for your child may look gathering information on how home life can look like to bring to The View.

Pathway Plan

At the View we will support our students in learning life skills that will benefit them to be more confident in and outside of home. The Pathway program is designed to help Students acquire life skills needed for later life. This involves learning how to cook healthy nutritious meals, budgeting, maintaining a home, and making sound social choices. Our approach is to give students the best possible chance of succeeding in life away from home by providing them with as many tools as possible.

Each Student will have their own Pathway plan journey and each key team will make sure that they are achievable and meet the needs of each student individually before work is commenced on the Pathway Journey. Staff will initially draft up a plan using the Pathway template and then go through ideas made with a student and their parents before they start at the View.

Different areas the Pathway Journey covers are: Health Needs, Self Care and Social Skills, Education, Training and Employment, Emotional Behavioral Development and Identity

Each Student will have the opportunity to work towards awards with the Mencap awards scheme. In the Gateway awards, there are three levels to the award; Bronze, Silver and Gold. Participants receive a certificate and a medal when they complete each level and this can also be added to each students CV. Having the evenings after school will give students the time to work on the awards each term they stay at The View.

How we will support your young person during their stay

Our staff at The View will provide personalised support to each young person after school on Monday until Friday morning.

The environment will be adapted to meet their individual needs whilst enabling them to live alongside others. Learners will be able to experience new ways to maintain, learn and establish routines that can be generalised and helpful in improving co-existence within their family home and across wider settings.

Views of Young People

At Southview, adults work tirelessly to understand the learner where we can notice how they respond and do our very best to see the world through their eyes. As a staff team we never assume that our analysis of the young person's feelings is complete without gathering accurate information from all the adults that work alongside and support the young person; this is so that we can compile a full and detailed picture which is constantly updated as we learn more about them. Our aim is to provide opportunities for young people to communicate their thoughts, feelings and ideas in a range of contexts. To have the means, personalised to be most purposeful for them, to exercise as much choice and control over their environment and experiences as possible.

Monitoring by Independent Visitors

Southview School is registered with DfE and is compliant with the National Minimum Standards which include Safeguarding and promoting the welfare of learners for whom accommodation is provided at The View. To monitor this, at least six times a year there will be a visit from an Independent Visitor (Mark Goode—see 'Concerns & Complaints'), an independent professional who is vetted in line with Southview's Safer Recruitment Policy and separate from the management of the school. The visits are unannounced, and the visitor will carry out checks and provide a report on the following:

- conversations with children, the senior management team and staff
- conversations with social workers where relevant
- conversations with parents/carers where relevant
- checks on school records of attendance, complaints, consequences, bullying, restrictive interventions, risk assessments, individual care plans for children.
- evaluation of the quality of the provision and effectiveness of the care provided to children and whether they are safeguarded; and
- assessment of the suitability and physical condition of the building, furniture and equipment of the View and the external environment.

The Headteacher and members of the governing body carry out and record in writing once a year:

- A review of the operation and resourcing of the school's welfare provision for residential pupils in relation to:
 - Our statement of purpose
 - Our staffing policy
 - The placement plans for individual children
 - An internal assessment of our compliance with the National Minimum Standards for Residential Special Schools
 - The Residential Strategy Group comprised of Board members provides a focused forum for discussion and scrutiny which provides accurate and prioritised messages to the FGB (Full Governing Body)
 - The Moderation Panel is comprised of multi-agency professionals from Education and Health and Social Care who meet to provide a wide perspective on admissions, experience and impact
 - Weekly Senior leadership meetings are attended by Senior Leaders across The View and Southview School to discuss both strategic and operational issues arising; this meeting is not formal but is pivotal around timely, agile decision making

Our school's governing body monitor the effectiveness of the leadership, management and delivery of the residential and welfare provision in the school and take appropriate action where necessary. This occurs through The Residential Strategy Group (RSG) which formal minutes and reports go into the Full Governing Body meetings (FGB).

Concerns and complaints

The school's policy is to follow the Local Authority (Essex County Council) guidelines when handling concerns and complaints. Please ask if you would like any advice or a copy of it. It would be unusual to deviate from these procedures, but the school always retains discretion in these matters.

There will always be a senior member of staff within The View who will help to resolve any concerns you may have outside of the usual school opening hours. In addition, the Residential Lead can be contacted via The View on the usual school number.



If this is not possible or you would prefer not to, you may also contact the independent visitor or Ofsted using the following contact information:

Independent Visitor: Mark Goode, email: Mark@platinumcareuk.com

Ofsted:

Piccadilly Gate

Store Street

Manchester

M1 2WD

Telephone: 0300 123 1231

Email: enquiries@ofsted.gov.uk

Making changes to arrangements

There may occasions when we may need to cancel your young person's stay at short notice. This decision will only be made in extraordinary circumstances or where we feel it would be unsafe to continue to provide a service. It is therefore vital that emergency contact information for each young person is kept up to date and that you are **always available to collect them from The View at short notice during the day or night**. You will be asked to sign our parent agreement to confirm your understanding of these rules.

If your young person is poorly or unwell, we ask that you tell us via the main school office or The View at the earliest opportunity giving at least 48 hours' notice where possible.

Frequently asked questions



How long can a young person stay at The View?

We are looking for students to stay at the View either for half a term or a full term. It will be long enough to give the support needed to work towards agreed targets of the Residential experience. We are initially putting in place that students will be staying for one term time a year to allow as many students to all experience The View. We would like to remind all parents that The View isn't going to be seen or used as respite provision for our students.

What can they bring with them?

Please feel free to provide any personal items that you feel may make your young person's stay more comfortable such as pictures and comforters (teddies, blankets, twiddles). There will be play and sensory items at The View

They will need to bring their own toiletries, such as toothpaste, toothbrush, shampoo, shower gel, hairbrushes, etc. We will provide bed linen and towels, but they are welcome to bring their own if preferred.

We recognise that electronic gadgets such as iPads and mobile phones are a fundamental part of some learners' lives, and we will work together with you to agree how they can be used to enhance their learning experience whilst they are at The View.

How will I be able to support my young person to settle into the new environment when they stay?

We will plan together to ensure your young person has what they need to settle in; getting to know staff and getting used to the facilities and how we can support in a way that suits them and reassures you too.

What are the arrangements for meals?

Breakfast and dinner will be freshly prepared at The View every day. All staff are trained in Food Hygiene and Safety. We will work closely with you to plan and agree a menu which includes the choices and preferences of your child whilst considering any special dietary requirements they have, allergies etc. Healthy snacks and drinks will always be available.

How will medication be given?

The procedure for medication is the same across the whole school. Where a young person requires support to take prescribed medicines, parent/carers will be required to complete a 'permission to administer medication' form and arrange to supply what the young person requires prior to their stay. This should be **handed to the school office in person or via their usual transport provider weekly**. The supply must last for the duration of their stay (Monday to Friday).

Each young person will have a medication care plan provided by our School Nurse which residential staff will follow.

What happens if my young person becomes unwell during their stay?

All staff are first aid trained and there will be at least one qualified First Aider at The View throughout the day and night.

In the event of your young person becoming unwell we will contact you immediately and plan for their return home where they can continue their recovery in their own familiar surroundings. If they need emergency treatment which involves going to hospital, a member of staff will go and remain with them until a family member/carer arrives.

How can I keep in contact with my young person?

We can agree together how best to do this depending on your needs and theirs. This will look different for every young person and family.

How will I know how they are getting on?

We understand how important it is for you to know that your young person is settled and happy during their stay and are available any time of day or night Monday to Friday should you need to call us. Where possible we ask that you call between 8am-9pm. A Class Dojo account has also been created for the View and Staff can update Parents through communicating on the app. A link will be sent to each of the parents to invite them to join class Dojo if they wish.

How many staff will be supporting my young person during the day and night-time?

Up to 10 young people can stay at The View. There are two sides of the View containing two separate living spaces. They have five En-suite bedrooms, a lounge and a kitchen diner each. The staffing will always be 1 to 1 with two teams of staff being on shift rota. Each team will always have a senior support worker present.

Every student will have 1 keyworker assigned to them from each of the teams so they can work with them to create and complete their pathway programme.

The Residential Lead and Senior Residential Support workers are Qualified First Aiders and Fire Marshalls .

The View follows the same Health & Safety Policies and Procedures as the main school. They are available on the school's website and outlined in our Statement of Purpose which is available on request.

What are the arrangements for laundry?

We have laundry facilities on site for students to use. This is a good opportunity for students (as part of their Pathway) to learn how to wash their own clothes if they are able to. If a student has school uniform , they will be encouraged to also wash this.



Any further questions you may think of, please
don't hesitate to email me at
Georgew@southview.essex.sch.uk