

# **RIVERSIDE SCHOOL**



## **Woodlodge Living Skills Policy**

APPROVED BY GOVERNORS

RESPONSIBLE PERSON – HEADTEACHER

## **Introduction**

Wood Lodge provides an important educational resource for our pupils. The environment makes it an effective centre for our pupils to be given the opportunity to develop independence and autonomy with regard to everyday practical and social living skills that are in addition to and can consolidate these opportunities already given in school.

Wood Lodge backs onto Elmstead Woods. There are four doors to the outside, one from the lounge and one from the dining room, these both open onto a small patio area that has a low wall (approx. 1m) then a steep slope that leads up to the rest of the housing complex and then into Elmstead Woods. The two front doors lead into the complex, on the right is Elmstead Woods on the left is the upper car park. The centre consists of three staff bedrooms, two staff shower/toilet rooms, three twin rooms with four single beds and two special beds that can be used electronically and have removable sides. It has a lounge, dining room, kitchen, 2 pupil bathrooms, one with a bath that can be accessed with a chair and the other with a shower that also has shower chair. There are soon works to be completed to access other areas and the need for further accessibility.

## **Aims**

- To enable pupils to develop their level of independence and self-help skills.
- To provide a positive and safe environment for the development of socialising skills.
- To have the opportunity to spend time in a different environment.
- For pupils to have the opportunity to develop their self-help routines with regard to personal care (toileting, personal hygiene, dressing, personal appearance and care of own belongings).
- To focus on home management and daily living skills – shopping, cooking, washing up, cleaning, and making beds, use of equipment (microwave, dishwasher, washing machine, tumble dryer, vacuum cleaning, TV and DVD player).
- Pupils may use the centre as a base for the development of road safety and travel training skills.

## **Health and Safety**

Reference should be made to the schools Health and Safety policy with particular regard to sections 4.1 (Risk Assessment), 8.1 (Accident Reporting) 15 (Safety Rules for Staff), 16.1 (Off Site Activities), 17.1 (Outside Play Equipment) 19.1/2 (Removal of Waste), 21.1 (Electrical Safety), 12.1 (Control of Infection), 9 (First Aid/Administration of Medicines), 11 (Food Hygiene).

If there is an accident at Wood Lodge or any damage to the building, the first aid book should be completed on site. Please also report this to Katie Collett-Strutt who will send you any documentation to be completed (for example, an Accident Report).

The front doors in both Flat 1 and 2 must be unlocked on arrival and remain so whilst May 2023

anybody is in residence. The lounge and dining room grills should be unlocked upon arrival and left unlocked overnight.

All the large windows fitted in every bedroom, lounge and dining room must remain locked at all times; the universal keys removed (from the hooks adjacent to the windows) and kept with staff whilst in residence, thus enabling these to be opened in case of an emergency.

All medicines will be administered in line with the administration guidance on the package. The storing of prescribed medicines, enteral feeds and equipment is the responsibility of the lead adult – there is a lockable medicine cabinet in the staff bedroom in Flat 1 to hold medicines. Enteral feeds and equipment should be stored in the lockable cupboard also sited in Flat 1. Prior to the stay, the lead adult should check that all medicines sent in from home to be given to the pupils are in their original container, correctly labelled with clear details regarding the child's name and dosage details. The administering of any prescribed medicines should be in the presence of two staff members; the medicine, dosage and time administered should be recorded and signed by the two members of staff.

If a feeding pump is taken to Wood Lodge that cannot be returned to school by 3.30pm then the charger should also be taken and the unit charged overnight at Wood Lodge. This is the responsibility of the lead adult who should also keep the school nursing staff informed.

There should be no consumption of alcohol by staff or pupils during these visits.

There should be no smoking on the premises or immediate vicinity.

In addition to the above the lead adult should run through the emergency plan with the group on arrival at the centre.

### **Emergency Plan**

As part of the risk assessment made during the planning of the visit consideration should be given to how pupils will be evacuated, in particular any wheelchair users.

- Currently there is an automatic fire detection system in the lounge, dining room, kitchen and two hall areas, all other rooms have smoke detectors fitted. It is essential that the flat doors in both flat 1 and 2 are unlocked on arrival and remain so whilst anybody is in residence. Fire doors should remain closed. The bus keys and mobile phone should be immediately accessible and taken by the lead person in residence.

At all times the safety of the pupils and staff is paramount.

In the event of a fire the following procedure should be followed:

- On hearing the fire alarm or on discovery of a fire the adults should escort the pupils from the building by the nearest exit. (Survival blankets are stored in the main staff bedrooms in flat 1 and 2, however collecting these should not

delay the evacuation.)

- The assembly point is in the upper car park.
- Ring the fire brigade.
- Pupils should be safely seated on the school minibus. It may be necessary to move the bus immediately, in the first instance to the lower car park before driving to school.
- During the day phone the school.
- Out of school hours ring Katie Collett-Strutt or Clare Collett who will arrange for the school on the St. Paul's Cray site to be opened to receive the pupils and staff.
- Katie Collett-Strutt or Clare Collett will contact the Premises manager, Ray, who will open the St. Paul's Cray site.
- Katie Collett-Strutt or Clare Collett will advise the Headteacher of the situation.
- Katie Collett-Strutt or Clare Collett will meet the group at the school.
- Parents will be contacted.

In the event of any other serious incidents/medical emergencies Katie Collett-Strutt should be notified and appropriate steps taken to contact parents and other senior staff as necessary.

### **Staffing**

Whenever possible the class teacher should lead the visit, if this is not possible another teacher should be the lead adult. It is a requirement that the name of the lead adult on any visit is advised to the borough. (An annual form B is completed therefore any changes must be referred to the named EVC officer so that amendments can be phoned through in good time to allow the visit to take place.)

All staffing should be clearly shown on the Learning Outside the Classroom form and signed off by line leaders 2 weeks before the trip.