

# RIVERSIDE SCHOOL



## Woodlodge Living Skills Policy

APPROVED BY GOVERNORS

RESPONSIBLE PERSON - HEADTEACHER

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## **1. Introduction**

Woodlodge 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 the opportunities already given in school.

Woodlodge backs onto Elmstead Woods. There are four doors to the outside:

- one from the lounge and one from the dining room which both open onto a small patio area with a low wall (approximately 1m high) then a steep slope which leads up to the rest of the housing complex then into Elmstead Woods; and
- two front doors which lead into the housing complex. Elmstead Woods is on the right and the upper car park on the left.

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, two pupil bathrooms (one of which has a bath that can be accessed with a chair and the other with a shower which also has a chair). There are ongoing works being completed to improve accessibility on the whole facility.

## **2. Aims**

The aims of taking pupils to Woodlodge is:

- to enable pupils to develop their level of independence and self-help skills;
- to provide a positive and safe environment for the development of social skills;
- for pupils 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 caring for their own belongings);
- to focus on home management and daily living skills such as shopping, cooking, washing up, cleaning and making beds, use of equipment (e.g., microwaves, dishwashers, washing machines, tumble dryers, vacuum cleaners, TVs, DVD players etc.); and
- for pupils to use the centre as a base for the development of road safety and travel training skills.

## **3. Health and Safety**

Reference should be made to the school's Health and Safety Policy, with particular regard to the sections on risk assessment, accident reporting, safety rules for staff, off site activities, outside play equipment, removal of waste, electrical safety, infection control, first aid/ administration of medicines and food hygiene.

If there is an accident at Woodlodge, or any damage to the building, the first aid book

should be completed on site. This will also be reported to Katie Collett-Strutt, who will send any documentation that needs to be completed, such as an accident report (AR3) form.

The front doors in both flats 1 and 2 must be unlocked on arrival and remain so whilst they are being used. The 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 packaging. The storing of prescribed medicines, enteral feeds and medical 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 are also stored in the lockable cupboard in flat 1. Prior to the stay, the lead adult will check that all medicines sent in from home to be given to pupils are in their original container, correctly labelled and have clear details of the child's name and dosage required. The administering of any prescribed medicines will be in the presence of two staff members. The medication, dosage and administration time will be recorded and signed by both staff members.

If a feeding pump is taken to Woodlodge that cannot be returned to school by 3:30pm then a charger will also be taken, and the unit charged overnight at Woodlodge. This is the responsibility of the lead adult, who will also keep school nursing staff informed.

There will be no consumption of alcohol by staff or pupils during these visits. There is also no smoking permitted on the premises or in the immediate vicinity of the centre.

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

#### **4. Emergency Plan**

As part of the risk assessment during the planning of a visit to Woodlodge, consideration will be given to how pupils will be evacuated in case of an emergency, particularly for any pupils who use a wheelchair.

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

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

In the event of a fire, the following procedures should be followed:

- On hearing the fire alarm, or on discovery of a fire, 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 evacuation).
- The assembly point is in the upper car park.
  - Staff will call the fire services.
  - 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.
  - If a fire occurs during the day, the school will be contacted to inform them of the situation.
  - Out of school hours Katie Collett-Strutt or Clare Collett will be contacted who will contact the facilities manager to for the school's St Paul's Cray site to be opened to receive the pupils and staff.
  - They will then contact the headteacher to advise of the situation.
  - They will then proceed to the school's St Paul's Cray site to meet the staff and pupils.
  - Parents/ carers of all pupils involved 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/ carers and other senior staff as necessary.

## **5. Staffing**

The class teacher will lead the visit wherever possible. If this is not possible, another teacher will be the lead adult. It is a requirement that the name of the lead adult on any visit is sent to the borough (an annual form B is completed; therefore, any changes must be referred to the named educational visits coordinator officer so that amendments can be phoned through in sufficient 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 two weeks prior to the visit.