



Linden Lodge School

Provider of specialist education since 1903

Title:	Residential Statement of Purpose		
Type:	POLICY		
Review Cycle Frequency:	1 year – Autumn Term 2025		
Lead Staff:	Co-Headteacher – Sarah Norris		
Support:	Head of Residential		
VERSION CONTROL:			
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1	Migration to new document version control system	Office	April 2021
2	Policy update		Autumn 2024
LINKED INTERNAL DOCUMENTS:			
LINKED EXTERNAL DOCUMENTS:			

Equalities Statement:

We have carefully considered and analysed the impact of these policies on equality and the possible implications for people with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Requests for Paper Copies:

If you require this policy in a different format e.g. print or braille please contact co-heads@lindenlodge.org.uk

Wellbeing statement of commitment

We are committed to providing a healthy working environment and improving the quality of working lives for all staff and students. The wellbeing strategy aims to support our mission, core values and freedom of thought and expression, freedom from discrimination and the recognition that our community is our greatest asset. For further information on our school's commitment to wellbeing, please see the Mental Health and Wellbeing Policy and Strategy document, or visit our school website.

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Our Motto

Enabling, Nurturing, Succeeding

Vision

To enable sensory – impaired children and young people to flourish, engage and achieve and be prepared for life as active citizens.

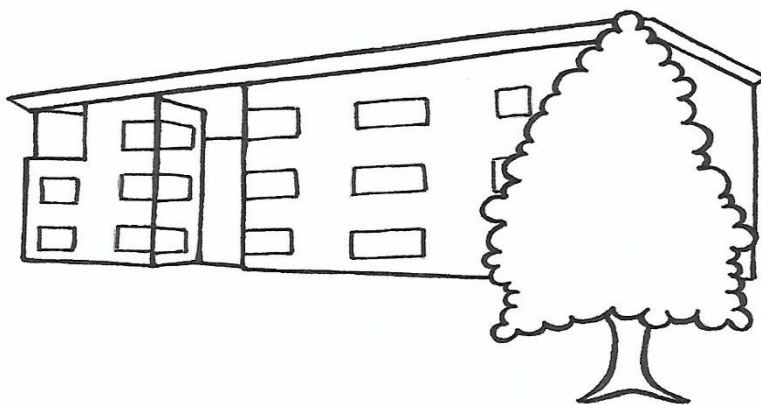
Our Values

We have key values that underpin all we do:

- Respecting the individual
- Positive thinking and Teamwork
- Being Caring and Supportive
- Celebrating Achievement
- Being Ambitious

Commitments

- Enable families to make informed choices
- Develop, share and promote best practice
- Transform children's lives for the better
- Develop and maintain the best possible resources for children and young people
- Enrich our work through external networking
- Listen to children and families
- Personalise our interventions to reflect diversity of our children and families.



Richley House

Introductions

Linden Lodge is a specialist day and residential setting for children and young people with VI and MSI needs. We provide a holistic provision tailored to meet the unique

needs and potential of each learner.

We ensure that our young people are equipped for the best outcomes and the highest quality of life. We offer a child and family centered provision which is planned to enable each pupil to achieve their full potential following a Waking Day+ Curriculum.

Richley House is located within the beautiful grounds at Linden Lodge School providing residential boarding Monday – Friday for young people with visual and multi-sensory impairments. We are open 39 weeks during term time only and support young people from all over the UK.

Richley House can accommodate 15 full time young people, although we have a number of young people who board full and part time so the number of young people may be greater than 15. The range of packages for young people can be anywhere from one to four nights (full time-weekly). We provide a specialised visual and multi-sensory environment which enables young people to achieve and flourish.

We provide a caring, happy and stimulated environment in which boarders can enjoy the benefit of a wide variety of educational, social and leisure activities. We have excellent facilities across a three-acre campus including swimming pool, gym and sensory rooms. Young people tell us the best part of staying in residential is spending time with friends.

We work collaboratively with internal and external professionals to support young people's personal development and well-being. The unit is staffed by a professional team who specialise in working with young people with visual and multi-sensory needs.

The residential team works closely with the team around the young person, parents, carers, education colleagues, nursing, habilitation, CTA and therapy teams. Our young people flourish in this environment and become responsible, confident and as independent as they can be ready to move on to higher education, employment, or a placement that meets their unique needs.

“There are effective communication links between the residential staff and the day school staff. Children who stay in residence are more likely to achieve their educational targets than day students. Staff identify and work towards unified residential objectives with children which are matched to their education, health and care plans.”

Ofsted inspection November 2023

Parents consistently say that the leadership team gives them reassurance that their children are safe and make exceptional progress. School leaders, managers and staff have exceptionally good relationships with parents, who provided very positive feedback about the quality of care. Parents highlight the excellent levels of communication, support and the rich depth of children's experiences alongside their academic progress as strengths of the school. Feedback from social worker is highly positive about the care provided and the level of communication with local authorities

Richley House is part of Linden Lodge School and is regulated by Ofsted.

Staff Structure

Sarah Norris, Co-Headteacher is the OFSTED Registered Manager of Residential and she oversees the delivery of services which are fully compliant with legislative and regulatory requirements.



Sarah Norris
Co-Headteacher

Danny Sinclair, Head of Residential manages Richley House residential provision, supported by Vicky Watson, Deputy Childcare Manager. There are full and part-time residential workers as well as casual residential workers who work in the evenings to ensure a good staff coverage allowing us to offer a wide range of choices for young people in the evenings.



Danny Sinclair
Head of Residential



Victoria Watson
Deputy Childcare Manager

All residential workers hold or are working towards a Residential Child Care diploma. Newly appointed staff are enrolled onto diploma within three months of starting work at

Richley House. In addition, all Residential Workers complete a comprehensive training and induction programme.

We have a dedicated team of Health Care Assistants who are responsible for medication administration, health checks and First Aid.

Residential Workers

All staff receive formal supervision monthly and formal annual appraisal of their performance. The Head of Residential supervises the senior management team who, in turn supervise the members of the residential team they line manage. The Head of Residential has supervision with the Co-Headteacher weekly. In addition, all staff are invited to a weekly well-being drop-in session.

Accommodation arrangements

The residential department is a purpose built block over three floors situated within the school campus. All bedrooms are single rooms, to provide privacy for each individual. Most bedrooms are fitted with hoist and offering a variety of accessible beds. We offer fully accessible bathrooms or wet rooms on all floors.

Each floor has open plan communal living areas. We have a various games and opportunities for the young people to play and work together including Wii, PlayStation, Alexa's and access to a variety of technology to support young people with visual and multi-sensory impairments. Young people have access to the internet. There is wide range of board games, arts & crafts, all floors have smart TVs and Alexa smart speakers.

Currently all bedrooms are single occupancy we encourage young people to personalise their bedrooms. Bedlinen and towels are supplied however young people can bring their own if preferred. We have Alexa dots available for bedrooms which young people use to enhance independence.

There is a designated medical room on the ground floor. This is where First Aid and medication is administered.

There are staff offices located on each floor. There is a separate manager's duty room on the top floor.

Outside Areas

Richley House is situated within the grounds of Linden Lodge School. We have excellent transport links and easy access to the local community.

Residential pupils have access to all areas within the school e.g. the fitness suite, sensory environments, swimming/hydro pool, trampolines, outside fitness equipment and interactive gardens.

There are a variety of outside areas for example Woodland Walk offering sensory experiences and courts for sports activities such as tennis and football.

An exciting outdoor area just outside Richley House incorporates an outside gym, bike tracks, wheelchair swings, climbing and other accessible and exciting equipment. While staying in Richley House the young people have access to this during their leisure time.

Regular Meetings

The Head of Residential is a member of the School Leadership Team, which meets weekly. The residential senior team meet weekly. The young people meet weekly sharing home news, achievements and plans for the week. Such meetings are an opportunity to discuss and decide upon issues pertinent to Richley House.

The Danny, Head of Residential and Vicky, Deputy Residential Childcare Manager, meet weekly with Sarah Norris, Co-Headteacher, where there is a full agenda including: Safeguarding and Health and Safety. In addition to this weekly meeting Head of Residential and Deputy Residential Childcare Manager attends: Child Protection, Strategic Safeguarding, LAC/CIN, Behaviour and Education Health Care Planning (EHCP) meetings and any other meetings that may be required for the young people in Richley House.

Staff work in a supportive inclusive work environment, they can access wellbeing sessions, arranged by our in-house wellbeing team. We have staff wellbeing days and yearly BBQs and leisure activities including: Art club and access to the Aspire Centre.

Staff are encouraged to be open about their health and wellbeing and know how to access support if they need it. We have an employee assistance program that all staff are able to access anonymously. Staff are given the opportunity to buddy-up with colleagues to support each other in reflective practice and problem-solving. Co-Headteacher, Head of Residential and the Deputy Residential Childcare Manager, are on duty and available for staff if they need support and advice.

There are frequent informal and formal opportunities for contact between staff within the residential team and across school.

The Head of Residential attends termly meetings with the Residential Board.

Contact with parents / carers / guardians

At Linden Lodge School the relationship between parents and carers staff is regarded as a partnership and parents/carers and families are involved in discussions at all stages of their child's stay.

Residential young people are encouraged to maintain regular contact with home this could be via mobile phone, residential phones or weekly Microsoft Team meetings. There is a WIFI network accessible throughout the young people to make use of FaceTime and WhatsApp's video calls.

Parents and carers can make contact via the main switchboard which is transferred to residential out of school hours. Parents and guardians receive regular contact and residential news via email from the Head of Residential.

The residential department uses an electronic platform Earwig to record achievement, participation in activities. All parents are offered the opportunity to activate an account and can view their child's progress and participation daily.

External Visits

There are half term visits by an Independent Visitor Mark Goode who completes a Section 3 report. The report is circulated and is made available for parents and staff to read via the school website. Mark has 24 years' experience in the Education Sector leading in multiple schools and alternative providers.



Mark Goode
Independent Visitor

Linden Lodge is part of Southfields Multi – Academy Trust.

Local Governing Body (LGB) Members:

- Jacqueline Valin - MAT CEO
- Rupert Marks - Co-Chair of Governors
- Kieran Travers - Co-Chair of Governors
- Julie McLynchy - Parent Governor
- Joanna Johnson - Governor
- Winnie Williams - Governor Parent
- Libby Dawson - Governor
- Adam Ockelford - Governor

Safeguarding and Child Protection

- **Safeguarding Team**

- Sarah Norris - Co-Headteacher, Head of Safeguarding
- Monika Gaweda - Co-Headteacher

- David Shaw - Deputy Headteacher
- Danny Sinclair - Head of Residential
- Magdalena Karpik - Head of Post 16
- Harri Ashworth - Head of Therapy
- Victoria Watson - Deputy Childcare Manager

The safeguarding team meets on a weekly basis. The senior members of the residential team are Designated Safeguarding leads during evening hours ensuring concerns raised are acted upon appropriately.

The residential team complies with the school's procedures on Safeguarding and Child Protection. The residential team are in regular contact with young people in an informal setting and are in a good position to notice any signs whether physical or behavioural which may indicate abuse. Staff are aware how to report a concern via My Concern.

All staff receive a specific Safeguarding induction prior to starting work and at least annual safeguarding training and updates from the Designated Safeguarding Leads and from external trainers.

SAFEGUARDING TEAM



<u>Sarah</u> Co-Head DSL	<u>Monika</u> Co-Head	<u>David</u> Deputy Head	<u>Magdalena</u> Head of Post-16	<u>Harri</u> Head of Therapy	<u>Danny</u> Head of Resi- dential	<u>Vicky</u> Deputy Childcare Manager
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safeguarding@lindenlodge.org.uk

Safeguarding Rota

Monday	Tuesday	Wednesday	Thursday	Friday
Magdalena Karpik <u>Cover</u> Danny Sinclair	Sarah Norris <u>Cover</u> Harri Ashworth	Harri Ashworth <u>Cover</u> David Shaw	David Shaw <u>Cover</u> Monika Gaweda	Monika Gaweda <u>Cover</u> Sarah Norris

Danny and Vicky to pick up any Residential MyConcerns

Alarms and CCTV

The residential and education areas is secured with fencing to provide a safe accessible environment for young people transitioning around the site. There are fences around the perimeter of the site and young people are accompanied at all times by the appropriate number of staff.

There is CCTV to monitor the external perimeter of the homes and the grounds of the school for purposes consistent with security and safeguarding young people. We do not have internal CCTV to respect the privacy of the young people.

In order to ensure the safety of the young people staying at Richley House in Linden Lodge School, all external doors to residential areas are locked via an electronic key fob system. All other areas remain accessible at all times, this includes bedrooms, dining rooms, bathrooms and kitchens.

The monitoring and surveillance is the least restrictive as possible and recognises the young person's privacy and self-respect.

Child monitors are used for the purpose of monitoring young people who are prone to and known to have seizures, these are deployed only when required and mostly during the night, to ensure that we are able to safely monitor young people in relation to a direct risk to their health.

Online Safety

Computers in both school and residential are linked via the network and to the internet. There is WIFI installed throughout the school and residential settings. All the networks including the WIFI have safety and filtering software installed. These are overseen by the IT Director. All young people regularly receive e-safety training including internet safety awareness and advice.

Risk assessment and Health & Safety

All premises and activities are covered by risk assessments. Individual risk assessments are in place for all residential young people and reviewed accordingly. The assessments are filed in young people's personal Health Care Plan folders. They can also be accessed electronically.

Staff attend annual Fire Warden training and are aware of where the nearest firefighting appliances are and the alarm sounding points around school and residential. The fire alarms are tested weekly and records maintained by the site team. Fire drills and evacuations are carried out at least termly.

All young people have a Personal Emergency Evacuation Plan (PEEP) which are kept on individual folders also located at the front door entrance hall and locked in a red box secured outside residential entrance doors.

Rewards and consequences

Residential staff offer all young people unconditional positive reward and take every opportunity to celebrate and praise individual achievement. Much use is made of recording activities and publishing photos which show young people's activities and achievements via Earwig.

The maintenance of good order is essential for ensuring the happiness and welfare of

young people and staff at Richley House. The strong relationships which exist between residential staff and young people ensures that incidences of poor behaviour are minimal and when they do occur, they are managed and resolved by discussion between all parties involved.

Staff are trained in Positive Behaviour Support (PBS) recognise behaviour is a form of communication. If appropriate young people have a Positive Behaviour Support Plan (PBSP). These plans are reviewed regularly by the team working around the young person.

On a termly basis young people success and achievements are rewarded with an evening event of music and certificates.

Waking Day+ Curriculum

Development of independent living skills is an integral part of residential. Young people are supported through a personalised, multidisciplinary approach to prepare for the best possible quality of life. Daily activities are carefully structured to promote independence in all aspects of everyday life.

Our Waking Day Curriculum is not a separate entity to the school but an extension that is complimentary. It is designed to enable further refinement, reinforcement and contextualisation of learning. Our core approach is preparing young people for adult life through setting personalised learning goals (PLGs) which are co-ordinated across school and residential.

We incorporate the Curriculum Framework for Children and Young People with Vision Impairment, (CFVI) into our waking day curriculum in order to support children and young people with vision impairment access and appropriate education. We work with specialist multi-disciplinary teams within the school, the children and young people are involved with their learning.

We also work with the Alba Centre, based in Linden Lodge, who support children and young people who are deafblind, they receive a comprehensive education across all curriculum pathways in school. Many of our young people who attend the boarding provision, find that this enhances their independence and overall educational experience and reinforces their learning through consistency.

Independence is supported through the planning and teaching of daily living tasks. These include:

- Personal care routines
- Tasks that keep oneself healthy and safe
- Laundry
- Cooking
- Cleaning
- Tidying

- Budgeting
- Travel training
- Shopping
- Leisure and recreation activities and events
- Ability to self-occupy
- Work experience and or part time work

Young people's learning outcomes are assessed on a termly basis and discussed by both school and residential and therapy teams.

Medical Procedures

Richley House receives support from the onsite nursing team during school hours. They prepare all students' Individual Health Care Plans (IHCP) aspects of young people's medication and health, preparing MARs charts, medication consents, health care plans and the preparation of Individual Health Care Plans.

Residential has a dedicated team of Health Care Assistants who focus on providing a high quality of care, medication administration and first aid to young people. The residential medical room is located on the ground floor and is kept locked when not in use.

NHS Pharmacist from St Georges Hospital conducts weekly and end of term medication audits.