

Policy Title: **ADMISSIONS, DISCIPLINE AND EXCLUSION**

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Elysium Children and Education is committed to promoting equality in all its activities.  
We aim to provide an environment free from discrimination and unfair treatment.

## **Introduction**

This document is produced for Potters Bar Clinic School, a school within Elysium Children and Education.

## **Admissions**

Potters Bar Clinic School will admit any young person (under the age of 18) subject to the agreement from the young person's LA or via private arrangement e.g. with NHS England or parents, that is admitted to the CAMHS wards of Potters Bar Clinic.

Many young people will be supported through an Education, Health and Care Plan. If a young person does not have an Education Health and Care Plan, Potters Bar Clinic School will initiate the application to the relevant Local Authority with the young person's family and carers, and the clinical team.

The service will be staffed to deliver an appropriate yet broad and balanced curriculum for the age range of which is registered with the Department for Education (DfE). Young people may be admitted over the year.

An admissions register and a record of attendance will be kept in line with DfE guidelines for all students. Students will only be entered onto the admissions register with the agreement of the hospital's Responsible Clinician who deems the young person to be medically able to access our provision. It is also acknowledged that a young person's mental health may fluctuate throughout their admission to hospital, and this may affect their continuing provision of education at the on-site school. We reserve the right to remove a young person from the admissions register if in consultation with the Responsible Clinician, it is not in the young person's best interests to receive education at points during their care and treatment within the hospital.

## **High Expectations**

Potters Bar Clinic School aims to promote and acknowledge a positive learning ethos and environment through our high expectations. These will be discussed and agreed with stakeholders including students and permeate throughout the service's culture and ethos.

## **Code of Behaviour/Discipline**

- Young people will attend sessions at school or on the ward as directed by their timetable level with the view to improve their engagement over the course of their admission.
- Staff will provide sessions on the ward if the young people are unable to attend school and be available to young people during designated school hours.
- Young people will attend school and work to the best of their ability, as well as work with their key teachers to design their Individual Education Plan (IEP), so that progress can be made.
- Staff and young people will work to the best of their abilities both individually and collaboratively so that the service provides a positive and rewarding educational experience.
- Good work and behaviour will be acknowledged and praised.
- Good efforts will be acknowledged and praised.

- Young people will receive the help and support of staff with their work, behaviour and relationships.
- All individuals, adults and young people, will respect one another's opinions and property.
- Equipment and resources will be properly used, cared for and shared equally by the young people.
- Learning areas will be left tidy at the end of each day
- Staff and young people will wear appropriate clothing and footwear (pyjamas are not permitted in school, and footwear must be worn)

In the light of our service ethos, every effort will be made to discuss and resolve difficulties by understanding and working out strategies without imposing sanctions.

However, when necessary, the service will work in partnership with all stakeholders to implement sanctions for unacceptable behaviour.

### **Sanctions**

In general, young people will be expected to make appropriate reparation for unacceptable behaviour including making an apology, clearing up any mess, or replacing a broken object. In addition, examples of the following sanctions may be used:

- To be separated or excluded from the group for a period of time, or completing lessons on the ward. This may be a relatively short period of 15 minutes or may be a longer period of a day. If appropriate, work will be set to be completed during this period out of school.

**This sanction does not constitute Exclusion as defined by the DfE.**

- To complete work for a specified time during the daily programme.
- To do work during free-time.
- To miss an activity within the programme.

There is a clear procedure for staff follow should behaviour become of concern during a session. This provides consistency in our approach and a transparent framework for all to work within. Please refer to Potters Bar Clinic School's Promoting Positive Behaviour Policy for more information.

### **Exclusions**

Potters Bar Clinic School will endeavour not to permanently exclude any young person from its provision. However, it is recognised that in some extenuating circumstances, permanent exclusion may be the only course of action left to the service. An internal review will be conducted following any permanent exclusion to determine any lessons learnt.

A young person may be excluded from an environment if his/her behaviour is unsafe. The young person would be invited back once they had agreed and demonstrated that they can and will behave safely. The young person would still be offered work on the ward, and all lessons would take place on the ward by teachers and/or support staff.

### **Record Keeping**

A written record of sanctions and interventions will be kept in the behaviour log in the centralised system. This will be monitored by the Headteacher and a termly report created for the Management Committee.

### **Risk Assessment and Management of Risk**

Prior to attending the service, all young people will be risk assessed by stakeholders to ensure that they are able to attend the service safely without being at risk of causing severe disruption and/or of harming themselves or others.

Appropriate levels of staff supervision will be kept in order to address any behavioural management issues as they arise.

We will:

- assess risks related to individuals and situations as they arise throughout the course of the service's daily activities, and
- make judgements about the interventions and sanctions required to manage behaviour and ensure the safety of the environment for all those present.

### **Serious Incidents**

An incident during a session could cause serious disruption and distress, and may result in injury or damage to property. Serious incidents include for example:

- Physical assault of young person or staff member
- Young person requiring physical intervention
- Behaviour which results in the environment becoming unsafe
- Young person being asked to leave an area but refusing to comply with request
- Serious or sustained verbal assault of young person or staff member
- Young person seeking to take, not give back or misuse items
- Damage caused deliberately to property or equipment
- Inappropriate use of IT/access to internet

### **Managing Serious Incidents**

Potters Bar Clinic School strives to create a calm and safe environment in order to minimise the risk of challenging behaviour and serious incidents. All staff are trained in skills to help them to defuse situations before behaviour becomes challenging and will attempt to de-escalate situations before an incident can arise. However, it is acknowledged that some forms of challenging behaviour, such as those listed above as serious incidents, will arise from time to time and when they do, appropriate and considered action will be taken to resolve the situation. Local systems and procedures are in place to manage serious incidents.

It is acknowledged that, from time to time, physical interventions may be required to help manage serious incidents and challenging behaviour. Unless at risk or immediate and severe harm, no physical interventions are carried out by school members of staff, but rather, by members of the hospital team who are appropriately trained. Our practice will involve the least restrictive forms of

physical intervention required to maintain safety and order, including various methods of de-escalation. Physical intervention will not be used as a sanction or punishment for negative behaviour.

It is acknowledged that a serious incident could take place off-site, such as on an educational outing. The same processes and procedures will apply and, if necessary, the help of the emergency services may be sought. Serious Incidents are categorised using the Elysium Healthcare Severity Matrix.

#### **Reporting/Recording Serious Incidents and Physical Interventions**

All serious incidents and physical interventions will be properly documented and investigated in order to increase safety and to improve procedures and practice whenever possible. All serious incidents will be analysed to identify antecedents and whether anything could be done differently in similar circumstances in the future, including updating/ refining school policies and procedures.

#### **Monitoring and Review**

This policy will be monitored and reviewed (as appropriate) every two years, and any edits be made in consultation with the Management Committee.