



## **RHODES WOOD HOSPITAL SCHOOL**

### **ADMISSIONS, DISCIPLINE AND EXCLUSION POLICY**

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Rhodes Wood Hospital School is committed to promoting equality in all its activities.  
We aim to provide an environment free from discrimination and unfair treatment.

## **1 Rationale**

Rhodes Wood Hospital School (RWHS) aims to provide a safe place where children and young people can succeed in every way. It aims to minimise disruption to our eating disorders and neurological and learning difficulties in patients' education. At RWHS, we encourage our children and young people to:

- Find a voice
- Realise their potential
- Form their future

## **2 Admissions**

An Admissions Register and a Record of Attendance will be kept in line with DfE guidelines for all young people. Young people 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 hospital admission, 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 interest to receive education at points during their care and treatment within the hospital.

## **3 Our School's Approach**

All our staff are regularly assessed against school standards and the Framework Act 1998. All teachers and non-teaching staff have contracts with Elysium Education and Healthcare and are fully trained to meet safeguarding procedures.

## **4 High Expectations**

The 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.

## **5 Teaching session**

Most young people will attend a full school day (4 hours and 15 minutes). In some cases, individuals will follow a different or reduced education programme as far as their health permits. Each case will be assessed individually alongside the clinical team. Individuals are set targets, progress is recorded, and evidence is stored by teachers and key workers.

When a young person is discharged, a written report is given to parents and the home school.

### **a) Code of Behaviour / Discipline**

- Staff and young people will arrive punctually for sessions and finish on time so that the timetable can run smoothly throughout the day
- 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
- 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
- Staff and young people will refrain from eating and drinking during sessions.

In 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.

## 6 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. 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 miss an activity within the programme.

There is a clear procedure for staff to follow should behaviour become of concern during a session (see Rhodes Wood Hospital School Positive Behaviour Policy). This provides consistency in our approach and a transparent framework for all to work within.

All of the circumstances detailed above require a **cause for concern referral**. In exceptional circumstances, parents will be involved in agreeing on a sanction in addition to the decisions made by the hospital's multidisciplinary team.

## 7 Exclusions

Rhodes Wood Hospital School will endeavour not to exclude any young person from its provision permanently. However, it is recognised that permanent exclusion may be the only course of action left to the service in some extenuating circumstances. Following any permanent exclusion, an internal review will be conducted to determine any lessons learned.

A young person may be excluded from an environment if their behaviour is unsafe. Once they have agreed and demonstrated that they can and will behave safely, the young person will be invited back. The young person would still be offered work whenever possible and may also be able to take part in sessions in areas outside of the classrooms.

## 8 Record Keeping

A written record of sanctions will be kept. The headteacher will monitor this, and a termly report will be created for the Management Committee.

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

Prior to attending the service, all young people will be risk assessed by stakeholders to ensure that they can attend the service safely without causing severe disruption or 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.

## **10 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 a 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 the request
- Serious or sustained verbal assault of a 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 the internet

## **11 Managing Serious Incidents**

Rhodes Wood Hospital 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 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 will be in place at each site to manage serious incidents.

In the first instance, any physical interventions are led by medical/ nursing team members who have received training in this area. However, school staff may need to use physical intervention in exceptional circumstances, such as to prevent a young person from harming themselves or attacking a member of staff or another young person.

It is also 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 schools may be sought.



## **12 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 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.

## **13 Quality Assurance and Impact**

The Management Committee (MC) will support Elysium Children and Education in implementing this policy and will include admission, discipline, and exclusion issues as a standing agenda item in each MC meeting.