

Welcome to Heath House



This is
Heath House



Mrs Shields
Co-Head Teacher

Heath House is part of
Heathlands School



Mrs Reeves Costi
Co-Head Teacher

We all work in Heath House.



My name is Mrs
Shields
(Co-Head Teacher)



My name is Thomas
(Lead Residential
support worker)



My name is Lena
(Residential
support worker)

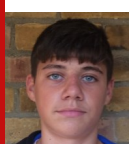


My name is Keren
(Residential
support worker)

Heath House

Statement of Principles and Practice

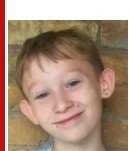
Heath House operates as an integral part of this school for deaf children whose primary mode of communication is sign language. Information about the ethos and practice of the school is contained in the school's website and the Vision Statement in the School Development Plan. The school Governors manage the school on behalf of Hertfordshire County Council (HCC). The Headteacher is responsible for its operation. Day to day care practices of the residential provision in Heath House is the responsibility of the Head of pastoral Care.



Accommodation is available in Heath House for a maximum of 20 pupils, both boys and girls, aged between five and sixteen. The pupils in residence are organised into groups according to age and gender sharing two common rooms, a study area, four shared and four single bedrooms. A self-contained kitchen is also available to help to develop a sense of responsibility and to foster independence in pupils.



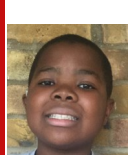
A four-night weekly boarding cycle operates. Pupils arrive on Monday mornings and return home on Friday afternoons. Heath House provides care for pupils whose Special Educational Needs Statement directs that residential provision be made available. Residential pupils come from a wide catchment area, most are placed from Local Authorities other than Hertfordshire.



Pupils who board at Heathlands do so primarily to enable them to gain access to educational provision appropriate to their needs. The quality of the residential experience must therefore be of the same high standard as their education.

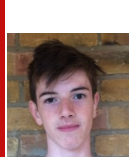
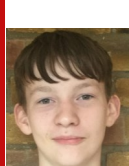


Heath House aims to foster a happy, safe and positive environment in which openness, trust, tolerance and respect support the learning and developmental objectives of all its boarders. This is achieved within the '**OUTCOMES**' identified by OFSTED and include **Social development, Personal Development, Health, Happiness and Enjoyment, Transitions, Behaviour, and Contribution to Residential Experience**. The Care Policy and Practice Document outlines the work of the residential sector and ensures correlation with the Policy documents for the whole school.



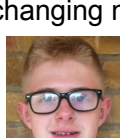
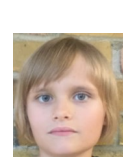
The Objectives are:

- To provide a safe and caring environment in which the mode of communication is appropriate to the needs of those who are resident;
- To support pupils in maximising their individual and educational potential;
- To encourage pupils to function and/or integrate within the wider community;
- To try to meet the recommended guidelines and safeguards of the Children Act 1989 (as amended by the Care Standards Act 2006 and The National Care Standards Commission Regulations 2002) as well as the 22 national minimum standards for residential special schools 2015.
- To enhance the physical, emotional, educational, social and behavioural development of each pupil;
- To promote pupils' spiritual, moral, social and cultural well-being - irrespective of gender, race, religion, sexuality or disability;
- To listen to pupils and treat them fairly, equally, sensitively and, where appropriate, to treat information they give in confidence;
- To provide a positive and supportive residential and educational experience for pupils.



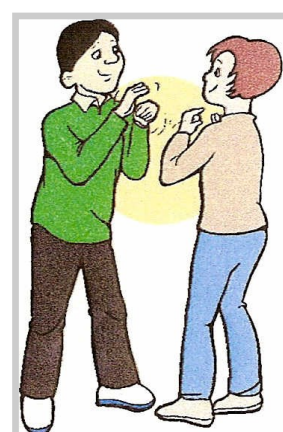
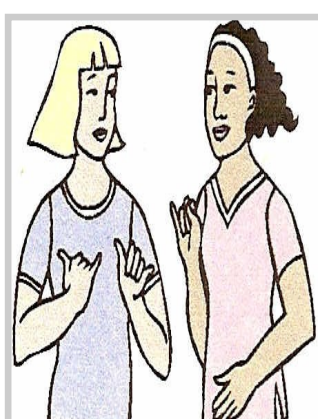
This will be achieved by:

- providing additional information to support the assessment of educational progress;
- meeting individual needs;
- preparing pupils to be independent; and
- responding to varied and changing need.



Statement reviewed by Governors 27.02.18

Everyone in Heath House can sign



Heath House has lots of things we can do and
rooms and areas we can use



Play room



Kitchen



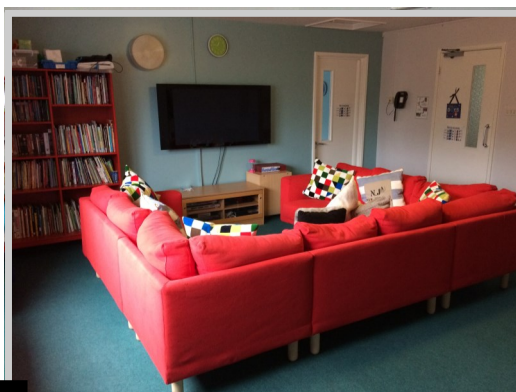
Heath House
Office and
Meeting Room



Football pitch and field



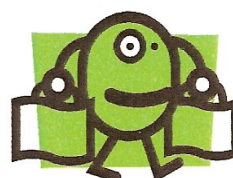
TV Rooms / Lounges



Children can sleep in Heath House. They have their own bed and bedroom.



Children arrive at Heath House on Monday and go home on Friday.

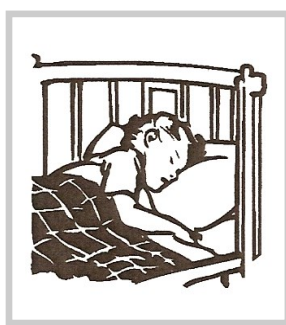


Monday

Tuesday

Wednesday

Thursday



Monday arrive

Friday Home





In Heath House we
want you to.....



Be Happy



Be Safe



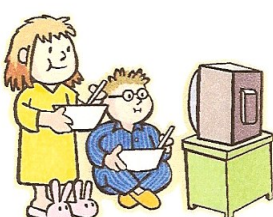
Be proud of yourself



Do interesting things

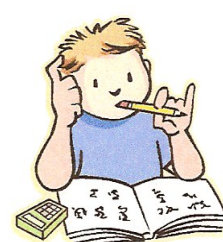


Do things for
yourself



Be looked after

Have fun



Have friends

Learn and grow



Be kind

Times of the day in Heath House



Wake up



Get Dressed



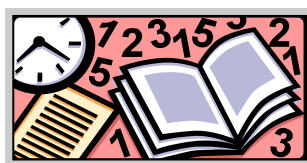
Breakfast



Wash and clean
teeth



Walk to school



School

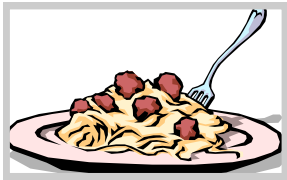


Start homework
club



Change clothes

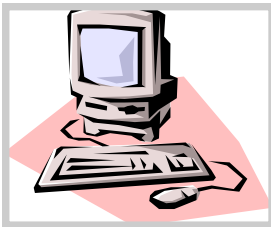
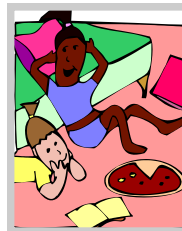




Dinner
(evening meal)



Evening activities



Bath times from



Bed times from



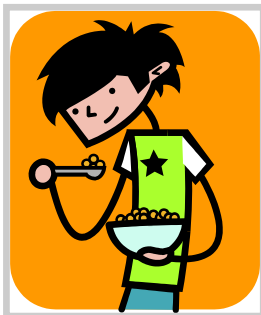
Heath House Rules...



Change your
clothes after



Don't walk through



You can make yourself
snacks... BUT you must



Keep the
kitchen
tidy.





No Aerosol sprays

Aerosol sprays are not allowed because they set off the fire alarms!



No chewing gum

Chewing gum... because it damages clothes and things if it is put in the wrong place.



NO SMOKING

Smoking...

It is bad for your health and everyone in Heath House is under age.



No Alcohol

Alcohol... Everyone in Heath House is under age for drinking.

**If the fire
alarm
flashes**



**Put your dressing
gown/
coat and slippers/shoes
before you go outside**

**Go out of Heath
House
by the nearest exit**



**Line up outside of
the changing rooms**

Are you unhappy about something in Heath House?

Talk to a member of staff. Explain why you are not happy and they will try to help you.



You can talk about things that are bothering you at the student's meeting every Monday afternoon.



Remember

- Be polite
- Keep calm
- Explain the problem
- Listen to other people's point of view

Staff will always try to help resolve issues which are bothering you. If you have a very serious problem you have the right to contact the **OFSTED** who are responsible for inspecting residential special schools.

OFSTED

Royal Exchange Buildings
St Ann's Square
Manchester
M2 7LA

Tel: 08456404045

Fax: 07002 693274

Minicom: 01616188524

E-mail: enquiries@ofsted.gov.uk

Heathlands School

Child Protection Policy for Children

Introduction

Heathlands School has a child protection policy so that all adults know about their responsibilities to look after children in school and in Heath House.

School staff know you well and are trained to notice when you are upset, have been hurt or are not being looked after properly.

Heathlands School and Heath House are places where you should always feel safe and happy. You can talk to staff about any worries and you will always be listened to.

Law

Laws are made by the government and the council and Heathlands School has to follow them.

It is the responsibility of staff to make sure all children are safe and happy. If you do have a problem we will try to help you sort it out, which may involve telling other adults.

Staff



This is Mrs Shields.
She is a Co-Head
Teacher

Mrs Shields and Mrs Reeves Costi are both specially trained to protect children in Heathlands School and Heath House.

You can talk to any member of staff, school governors or outside groups such as Childline or the NSPCC. All numbers can be found on posters around School and Heath House, in the Connexions Information areas and at the bottom of this policy.

Staff will always listen carefully and might write some notes to help them remember what you said. It is important to tell the truth. Nobody will tell you off or be angry with you as it is very good to talk to staff if you are unhappy. You can also talk to staff if you are worried about a friend or member of the family.



This is Mrs Reeves
Costi. She is a Co-
Head Teacher

If staff are worried that you are at risk of harm they cannot keep it secret. We must tell the special people responsible for Child Protection; Mrs Shields and Mrs Reeves Costi.

Confidentiality

If you talk to a member of staff we cannot promise to keep it private. Staff might have to tell someone who can help and sometimes your family will have to be involved. Only staff who need to know who will be told.

Staff will always keep information confidential and will not gossip about your private business.

Staff and pupil relationships

Staff will be friendly, care about you and will try to support you. Children need to remember it is a professional working relationship so staff are not allowed to take your personal information such as mobile number or email address. Pupils are not allowed personal information about staff and should not contact them out of working hours.

Childline website: www.childline.org.uk

NSPCC website for sign video: www.nspcc.org.uk

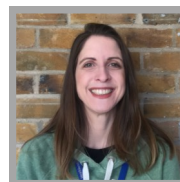
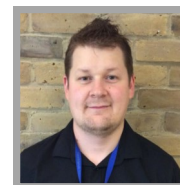
NSPCC text number: 88855

Privacy and Confidentiality Policy

Staff in Heath House will respect children's right of privacy.

Staff will encourage children to respect the privacy of others.

This will help to build trust and positive relationships between everyone in Heath House.



Talking to staff

It is important for children to talk to staff if they are upset or not happy about something. Staff cannot always keep what children say private. If a child's safety or well being is at risk staff must report the problem to someone who can help.

Pupil Files

Information about children is kept in a file. The files are locked in the Heath House office. Only the child, their parents/carers or Heath House staff are allowed to look at the file. Children are not allowed to look at each other's files.



Staff will not talk about any of the children outside Heathlands School.



Bedroom Corridors

Only children and Heath House staff are allowed to go onto the bedroom corridors. Visiting families can only go onto the corridors with permission from the Co-Head Teachers and the lead RSW. Only males can visit the boy's corridors and only females can visit the girl's corridors. Visitors are not allowed on the corridors when children are bathing/showering or changing.

Children's bedrooms are private. When staff want to go in a bedroom they will flash the lights on and off.



Privacy at bath/shower time

When older children are having baths and showers staff may be on the corridor but will respect your privacy. Staff need to work more closely with younger children at bath times but still respect and encourage your needs for privacy.

Younger children should not lock the bathroom or toilet doors but will be encouraged to close them.

Cameras and Camera Phones

Digital cameras or camera phones are not allowed on the bedroom corridors so that photos cannot be taken when you are getting undressed or coming out of the bath or shower.

Cameras and camera phones can be used in shared areas including TV and games rooms and the Heath House kitchen.

It is OK to have mobile phones which are not camera phones on the bedroom corridor.



Missing Child Procedure

Heath House staff are very serious about your safety. We want you to be able to take part in the activities you enjoy and also teach you how to keep safe when you are out. If you are out Free Walking you need to make sure you read and understand the 'Free Walking' rules.

Secondary pupils can go 'Free Walking' after homework club but you must get permission from Heath House staff, read and understand the Free Walking rules and agree with staff what time you will be back by.

If on special occasions you want to eat dinner in town then you must get permission from Heath House staff. If you do not return to Heath House on time, we will begin looking for you and the police may be contacted.

Evening Free Walking:

After dinner, Children and young people who are allowed to go Free Walking can go out after they get permission from the Co-Head Teachers, Mrs Shields and Mrs Reeves Costi and the lead RSW. You must sign out and sign back in when you get back to Heath House. When going out Free Walking you must go in groups of at least 2, girls must go with girls and boys go with boys. When you are out you must also have a mobile phone with you, you must have the Heath House phone number on it. A member of staff will have the Heath House mobile if you need to contact staff.

All Children and young people must return to Heath House at the time you have agreed with staff. If you have not returned 15 minutes later than the expected time, or you have gone missing, Heath House staff will do the following;

- Search School grounds.
 - Check the sweet shop, park and other areas.
 - Ask your friends where you might be.
 - Try to contact you on your mobile.
 - Find out when you were last seen and when you left school.
- Tell the Co-Head Teachers.

You must be back no later than 30 minutes before your bedtime. If you are not back on time we will search for you and the police may be contacted. When you do get back to Heath House we will ask you where you have been and why you are late. Sometimes children and young people may be sanctioned, the incident recorded in their pupil files and their parents/carers may be contacted.

If you are a secondary aged young person and cannot be found we will call the police after searching for you for 1 hour. Heath House staff will give a photo of you to the police to show them what you look like so they can help to find you.

If you are a Primary pupil and cannot be found on the school grounds we will contact the police. Heath House staff will give a photo of you to the police to show them what you look like so they can help to find you.

Search Policy

Heath House is your home during the week and you have a right to privacy. Staff want to make you feel safe at all times and help to look after you and your things.

Sometimes in Heath House staff may need to search for things that have been lost, stolen, or are not allowed in Heath House.

Staff will only search for things if they have no other choice. Staff will try to search for things in a way that does not upset children. The Co-Head Teacher Mrs Shields must agree a search is needed. Staff will not warn children and young people in advance about a search but will explain why it is necessary.



Please can you stay with me . I need to search your wardrobe.

Heath

House staff are allowed to search a child's bags, cases, wardrobes, desk drawers and bedrooms **but only if the child is with them**. Children must go with staff into their bedroom during the search while staff check any personal belongings.

Staff can check shared areas (e.g. the T.V. room or pool room) without the child being there but are not allowed to look in any child's things left in a shared area (e.g. a bag or jacket).

Staff will always do the search when another staff member is there to watch.



Heath House staff can ask you to empty your pockets if they are with another member of staff. Staff are not allowed to do a body search on anybody.

If staff find anything that is against the law it will be looked after in a locked area. A report will also be written about the search and the Police will be told.

If staff find anything that is not allowed in Heath House because of school rules staff will contact parents to let them know.

Heath House Policy on Police Involvement

Our community police help us to understand the law and offer advice with important issues including 'stranger danger', mobile phone crime and bullying.

They are also available to help with more serious problems which are listed below;

Strangers on site:

- Nobody is allowed on the school grounds without permission from senior staff.
- If anyone is seen on site who does not have permission then senior staff in charge should be told straight away.
- If the person or people refuse to leave the school grounds when asked, staff will call the police.
- The primary school building has an alarm which is switched on before 10 o'clock at night and turned off at 6.45 in the morning. If staff hear the alarms they will check and if there is a problem they will contact security who will investigate.

If pupils are victims of crimes:

- If staff are worried that children and young people are the victims of any crime they may have to talk to the police. Any information must be given to Mrs Shields and Mrs Reeves Costi.
- If the police are informed then parents or carers will have to be told and will have to be with you when you talk to the police.

Pupil committing a crime:

- It is the choice of Heath House and school staff to tell the police if a pupil commits a crime.
- If staff think that a child or young person has done something illegal then they will inform Mrs Shields and Mrs Reeves Costi.
- If staff do decide to tell the police then parents or carers will be told.
- It will be the police responsibility to ask you questions not Heath House staff.
- All things that involve the police will be written in your file.

Rules can make us all happy because we know what we must do and what we must not do. We can help each other to remember the rules.

Heath House Rules

1. Be respectful to staff do not verbally or physically hurt them.
2. Keep Heath House bedrooms, TV rooms and kitchen tidy.
3. Wash and dress properly for school and leave on time (remember to take all things that you need to school).
4. Cross all roads and traffic lights properly - looking left and right.
5. Homework 4:00 - 5:00 pm (primary 45 minutes) staff and support teachers available to help.
6. Change out of school clothes and tidy them away or wash dirty clothes after dinner.
7. Behave at dinner time, be polite to others and tidying up dinner things.
8. Activities - be responsible for organising your activities, ask staff for help if needed.
9. You can have snacks during the evening, please wash up after yourself.
10. Bedtimes, if not in bed on time early bed the next night.
11. Smoking - not allowed in Heath House or school grounds
12. No alcoholic drink is allowed.
13. No chewing gum allowed in Heath House or school grounds.
14. No camera phones or digital cameras allowed on the pupil corridors.
15. You can use the internet but no sites that contain pictures of yourself and others including OOVVOO and Facebook are allowed while in Heath House.
16. Problems - If you have a problem, please tell staff and they will try to help.

I understand the rules of Heath House and I promise to keep them.

Signed: Date:

MY AGREEMENT ABOUT USING THE INTERNET

I agree to keep all personal information private- including my name, home address, school address, e-mail, home and mobile numbers and passwords.

I agree to remember, that an online friend is a stranger in the real world so I will never arrange to meet someone I have met via the internet without my parent/carer's knowledge and permission.

I promise to tell staff if I ever feel uncomfortable about anything that I see or hear on the internet or mobile phone, or if someone online is making me feel awkward or pressuring me (regardless of what I might have said to this person already).

I agree not to visit sites that I know I shouldn't, for example OOVVOO and Face Book.

I agree to respect other people that I'm talking to online and I won't send nasty messages to other people or leave such messages on other people's websites.

I agree not to download unknown files from the internet without getting permission from staff.

I agree never to buy or order anything online or give out any credit card information.

I agree not to send any photographs of myself, my friends or other members of the family to anyone on the internet or by mobile phone, without asking permission from them first.

I agree to stop using the internet when staff tell me to, and to share it with other members of Heath House.

I agree to tell staff if I receive bullying emails or any messages with unacceptable content.

I agree never to open files from people that I don't know.

I agree to only have friends on my instant messenger that I know in the real world.

I agree to follow these rules and the Heath House staff agree to help me follow these rules when I use the internet.

Signed (pupil)..... Signed (staff).....

Heath House 'WOW' Factor

Applying the WOW Factor

We establish a whole school and Heath House ethos which expects good behaviour.

We develop an effective set of Heath House rules and routines

We teach and agree these rules and routines with students

Students learn the skills and attitudes they will need to carry them out

When students work within the rules and routines we apply our system of praise and rewards

We teach students our system of consequences if they fail to follow our rules and routines

Heath House 'WOW' Factor

Rights and Responsibilities

Staff will treat you fairly, will help and advise you and will help you feel safe and happy in Heath House.

You should be polite and respectful to staff at all times.

You can go out freewalking if you have permission.

You should arrive at Heath House on time after school and sign yourself in, get permission from staff, sign yourself out and make sure you are back on time. You earn this right if you can behave appropriately in Heath House.

Staff and teachers will be available to help you at homework time and you can use computers if you need to.

Be ready to start homework at 4:00pm; making sure you have everything you need. Complete any homework/revision tasks and work to the best of your ability during homework club, use the computers appropriately.

Dinner is at 6:00pm and you are able to use the kitchen in the evening.

You should be ready to go to dinner at 6:00pm, eat and behave appropriately when in the dining room. When using the dining room and kitchen, please clean up after yourself.

Staff will help to organise activities and will provide some games or equipment of your choice.

You should get changed out of your school clothes immediately before dinner, ready for evening activities. You should contribute your ideas of activities and should try to commit and participate if you have agreed to.




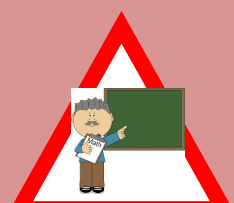






You are given some freedom, independence and choice in Heath House.

To earn this you should follow and accept the agreed Heath House expectations. These include bedtime rules, doing your daily job, being ready for school on time, tidying up after yourself and leaving your bedroom tidy.

Heath House 'WOW' Factor

Level	Behaviour
1	<p>A student will be deemed to be at Level 1 if they meet the majority of the following criteria:</p> <ul style="list-style-type: none"> • Late back from school/freewalking. • Failure to sign in on arrival at Heath House. • Disruption at homework time e.g. lateness, distracts other students, talking, not working, inappropriate comments, not having correct things needed, etc. • Late to dinner time. • Refusal to get changed from school clothes. • Disregard of Heath House routines e.g. bedtimes, daily jobs, inappropriately dressed for school, leaving bedroom messy, etc. • Possession of prohibited items including hats worn inside building at homework or dinner time. • Eating and drinking in classrooms or common rooms. • Lack of respect to staff and peers.
2	<p>A student will be deemed to be at Level 2 if they persistently meet the criteria for Level 1 as well as the majority of the following:</p> <ul style="list-style-type: none"> • Persistently meet the criteria of Level 1 (2 or more occasions). • Low level damage to another student's or school property. • A deliberate action towards another that may cause offense or be deemed as low level teasing. • Encouraging others in a negative way e.g. manipulating others or situations, gossiping with the intent of stirring trouble, etc
3	<p>A student will be deemed to be at Level 3 if they meet the criteria for Level 2 as well as the majority of the following:</p> <ul style="list-style-type: none"> • Graffiti. • Bullying (including being part of a group who persistently tease an individual). • Threatening without intent of following through with threats. • Offensive language towards another student or staff member. • Deliberate, high level damage to another student's, school or staff property. • Misuse of all Heath House facilities e.g. kitchen, ICT suite, common rooms, buses, etc.
4 Major sanction	<p>A student will be deemed to be at Level 4 if they meet the criteria for Level 3 as well as the majority of the following:</p> <ul style="list-style-type: none"> • Rudeness to staff e.g. arguing, swearing, offensive signing, body language, confrontational/physical/threatening behaviour. • Defiant behaviour e.g. refuses to move, follow instructions • Theft • Serious bullying incident • Possession of an item/weapon likely to cause harm to another • Aggressive behaviour towards another student • Offensive graffiti • Intolerant behaviour e.g. racist, homophobic

Heath House 'WOW' Factor

Level	Consequences		
1	 Warning	 Issue recorded in pupil log and daily debrief	
2	 Extra job or early bedtime at staff discretion	 School staff informed	
3	 Empathy Task	 Early bedtime	 Banned from activities and parents informed
4 Major sanction	 Behaviour Contract with CPSO	 Grounding	 Exclusion from school