



Our vision



Waverley School

Outreach policy

Name of School	Waverley
The original policy	April 2015

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Introduction:

The purpose of the Outreach Team is to utilise the knowledge and skills of the staff at Waverley School together with their experience of using specialist equipment and resources. The service includes advice and support to mainstream schools to ensure successful inclusion of pupils (wherever possible) with a physical impairment and associated medical care needs, pupils with speech and language difficulties, or pupils who have difficulties accessing the curriculum due to their learning needs, attitude to learning or behaviour.

Principles:

The Waverley Outreach Team believes in achievement, ambition and progress for all children. We aim to meet the needs of individual children through highly effective teaching and learning. We work in a flexible way to develop effective partnerships with children and their parents/carers, the SENCo/teachers and support staff to ensure that the school can meet a broad range of special educational needs. We support academic achievement and personal achievement by removing barriers to learning for pupils with a physical impairment and associated medical care needs or pupils with specific cognitive impairments. We use a wide range of strategies to foster a culture of lifelong learning and independent living skills for all children.

Procedures:

Requests for support from the Outreach Team will come from:

- Direct contact from schools' SENCos through a referral form
- Local authority Special Educational Needs Service
- Other Outreach Teams.

Following contact the Outreach Team will request parental permission evidence, a completed referral form and relevant written information. Once received, and assessed by the Outreach Team co-ordinator, an initial visit will be planned to identify a programme of support to include assessment of need, a written report and follow up visits as required. There is a three-tier approach to a referral:

Level 1	1 visit from Outreach team, Report written and strategies/other services recommended
Level 2	1 visit from Outreach team, Report written and 1 follow up visit per term
Level 3	1 visit from Outreach team, Report written and package of regular visits (up to 6 visits) including training package and resources as required

If it is felt that the referral did not fall within the remit of the Outreach service, the co-ordinator will give clear reasons and endeavour to ensure that the request is passed to the most suitable agency and provide clear information to this effect. The Outreach Team works closely with the other agencies involved, as much as possible, to ensure a joined up approach and cohesive support package.

Guidelines:

- The Outreach Service co-ordinator is Lorraine Bennett and she can be contacted on 020 8805 1858 or l.bennett@waverley-school.co.uk
- If contact is made via another team member the information will be passed directly to Lorraine to coordinate a response.
- Once the concerns have been identified the co-ordinator will indicate and name the most appropriate team member for liaison.
- A service level agreement will be made between the Waverley Outreach Service and the school requesting advice.
- Parents are able to attend initial visit meetings and assessments.
- It is expected that the school's SENCo/teacher will ensure that the Outreach Team's recommendations are implemented. The Outreach Team will make follow up visits to support implementation and review recommendations as necessary.
- If required, the Outreach Service will advise and/or provide appropriate training such as Moving and Handling, Makaton, etc, or act as a point of contact when required, to coordinate professional involvement of other services.

Good practice:

- As far as possible, the pupils' views are sought during assessments and where appropriate recorded in the reports.
- If requested, a copy of the written reports is sent to parents/carers via the pupil's school, through internal post/secure email.
- Advisory staff offer support in Moving and Handling and discuss intimate care needs to ensure procedures are carried out promoting dignity and respect at all times.
- Communication support is provided to enhance inclusion and increase confidence and independence. This will often reduce frustrations which may lead to behavioural difficulties.
- Advice may be given about behaviour management strategies and visits to Waverley School can be arranged to show appropriate and successful teaching strategies that can be used in other settings.
- Visits to Waverley school are offered to the mainstream school staff to observe staff using strategies and resources which support recommendations made by the Outreach Team.
- Waverley Outreach Team may act as a point of contact if required, to coordinate professional involvement.

- Assessments and reports will provide clear recommendation with links to additional resources or training to support the needs of the pupils at mainstream schools. Once the supporting school have had time to disseminate the information, purchase appropriate resources or access training, teaching can be adapted to ensure appropriate support for the pupil.
- Any recommendations made which require further training can be supported by Waverley School staff either internally or externally and designed for support staff, teachers and SENCOs
- Certificated Makaton and Moving and Handling courses are coordinated by the Training Manager and support for ICT software training is provided on an individual schools basis and arranged at the receiving school.
- In addition to the formal training opportunities, the Outreach co-ordinator can offer in-reach support to allow staff to observe good practise and demonstrate any of the strategies or resources recommended. This enables staff to relate theory to practice and consider how the ideas gained can influence their own planning and lesson delivery, thereby supporting curriculum differentiation allowing learning opportunities to be tailored to pupils' individual learning needs.
- Pupil's views are taken into account as much as possible and contained within the verbal or written feedback. This is particularly pertinent for intimate care recommendations. Respect and maintenance of dignity are underlying principles of any personalised support programme. Any recommendations made to increase independence are dependent on the pupils cooperation and therefore need to take into account their own decisions about involvement eg if a piece of equipment is recommended it may often be rejected by the pupil as it draws attention to their difficulty. Working closely with the pupil to identify the issues and draw up a personalised plan that may use an adapted resource will increase the likelihood of successful use. Transition from primary to secondary school can be supported by the Outreach Team.

Waverley SLT monitor the effectiveness of the Outreach Team through the following means:

- Regular meetings held with the Outreach Co-ordinator.
- Annual evaluation forms completed by the supported schools.
- Evaluations collated and information processed to provide analytical data.
- Evaluations are used to inform the development of the service and support the annual action plan.

This policy was reviewed and agreed by SLT and Curriculum Group of the Governing Body on and will be reviewed every three years

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