

# LAKESIDE SCHOOL

## MONITORING VISIT

Date of Visit: 28.03.2018 – Spring Term - Visit 4  
**Un-Announced Visit**

Copies to be sent to:

- 1) Head Teacher – Gareth Evans
- 2) Senior Manager – Barry Ryder
- 3) Head of Care – Dan Healy
- 4) Senior Residential Childcare worker – Linda Howard
- 5) Chair of Governors – Diane Chamberlain

## Recommendations from Previous Report

Recommendations from previous report	Have recommendations been met	Plans in place to meet recommendations
<p>Managers will review the décor and set up a schedule of improvements/decoration.</p> <p>A review of all rooms has been conducted and it is felt that all need some attention even though in some cases it is minimal.</p> <p>The replacement of furniture is not high on the agenda at the moment but initially curtains/cushions are being considered.</p> <p>28.03.2018 Bathrooms and Showers - County have agreed some funding, final figure to be confirmed. Currently in consultation with HCC with regards to ideas and costing.</p>	<p>This is an on-going programme of work</p>	<p>This is an ongoing programme of works.</p> <p>To date:- The focus of the décor is remaining personalised within the boys bedrooms, the boys are very positive about this and are taking pride in their own space. Most bedrooms have been painted.</p> <p>12.7.17 – New sofas for the downstairs living room have been sourced and agreed by SMT. Will be in place for Sept 2017.</p> <p>12.7.17 – New wall art has been explored for the upstairs living room. Local ideas such as woodland and coastland have been put forward.</p> <p>25.9.17 – Wall art in the upstairs lounge looks excellent and the feedback on these from the pupils was really positive.</p>

		<p>New downstairs sofas are now in place and look a lot fresher.</p> <p>Pipework is scheduled to be re-painted in the Oct half term.</p> <p>201.11.2017 – Pipework has been completed.</p> <p>DH spoke to me about some art work that he is currently looking at being added to the bedroom doors in the main house. This would give the effect of a colourful front door for each boys' bedroom door. DH is currently putting together a proposal for this as it will be quite expensive.</p> <p>20.11.2017 – Quotes for art work should be received by the end of term.</p> <p>08.02.2018 – Vinyl Door Art for doors – alternative options are being considered due to costing of vinyls. When all options considered this work is due to be complete by end of summer term 2018. The feature wall displaying the reward scheme is to be repainted again by the end of summer term 2018.</p> <p>The gardens are to be improved including flower bed, vegetable patch and planting but this will take account of summer holidays to ensure planting is</p>
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		<p>safe until school returns in September 2018.</p> <p>The Horizons staff office requires equipment for storage, managers will negotiate this.</p> <p>28.03.2018 Boarding house meeting will include constructing a brief for the plaque requirements during the first week of summer term and this will be MD taking the lead.</p>
<p>To create an annual national minimum standards compliance check that can be made available to the governing body.</p>	<p>Ongoing</p>	<p>25.9.17 – DH was able to show me a compliance record that he is currently working on. This document is recording the compliance with each of the NMS and is very comprehensive. DH hopes to have this completed by the Oct half term 2017.</p> <p>20.11.2017 – This is a fantastic piece of work with a lot of input an effort. We have agreed to review half termly. We have agreed that you will introduce a tracker document to record progressed and that you will also map back to the SIP and the SEF where relevant.</p> <p>08.02.2018 – We agreed to review this piece of work at the next visit, this was very useful at the last inspection and agreed that it is a working document.</p>

		<p>We will circulate it ready for the Governors meeting following the first spring term visit.</p> <p>28.03.2018 I have seen the latest NMS audit and checklist tool. DH will forward this to JS Clerk to Governors and RAG rate each criteria.</p>
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## SECTION A

MEETINGS (IF ANY) WITH PUPILS RESIDING IN THE ACCOMMODATION, STAFF WORKING AT THE HOUSE, HOC etc,

*This is my fourth visit of the academic year. Linda Howard took the lead on this visit and although a longer visit it was extremely helpful as Linda was able to share in depth detail around the documents scrutinised. On arrival the boys were enjoying the first sitting of the evening meal and it smelt delicious with a large selection of items on offer. The house became quieter as the visit went on as many were going out to do their activities.*

DESIGNATION	CHILDREN		STAFF	
<b>Number</b>	<b>19</b>	Yr 6 x 1 (LEA Approved as they are aged 11) Yr 7 x 1 Yr 8's x 8 Yr 9's x 7 Yr 10's x 1 Yr 11's x 1	<b>8 (plus 1 staff member as night cover)</b>  <b>Staff listing:- Dan Healy</b>	Timothy Payne is the newest member of staff who has been in place from September 4 <sup>th</sup> 2017.  20.11.2017 Tim has since resigned as he felt that the work was not suitable to

			<b>Mike Davies</b> <b>Linda Howard</b> <b>Sjoerd Wartena</b> <b>Jacob McMillan</b> <b>Colin White (night work only)</b> <b>Adam Crystie</b> <b>Sandy Le Saux (reduced hours so is job sharing with Colin White)</b> <b>Michael Boxall</b> <b>Amy Ryder</b>	<p>him. There is now a vacancy and plans are to recruit to this vacancy in January.</p> <p>08.02.1018 – Micheal Boxall replaces Timothy Payne with the addition of Amy Ryder.</p> <p>28.03.2018 – No changes to staffing.</p>
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**Outline of visit and particular areas covered:**

*This is the fourth visit of the academic year 2017-2018. The purpose of the visit was to explore the documentation kept in as part of the record keeping process. This was extremely helpful and there is a great deal of self assessment taking place to make sure they get it right. There are projects being divided up between the staff e.g. reward wall and door plaques, this gives variety to staff roles and encompasses the boys feedback and contribution.*

**SECTION B**

**(1) GENERAL INSPECTION OF PREMISES INCLUDING CLEANLINESS, TIDINESS, FURNISHINGS, DÉCOR, EQUIPMENT ETC.**

	Checked	Satisfactory	Minor Shortfall	Major Shortfall	Comments	Agreed Action	Timescale
Halls, Stairways, Corridors	✓	✓			OFSTED area for improvement:- 'The residential areas can be improved but they are good but don't let it stay with no improvements' underway.	Managers will continue to review the décor and set up a schedule of improvements/decoration.	Ongoing – please see recommend for action history and actions taken to date.
Bedrooms	✓	✓			25.9.17 – Wall art in the upstairs lounge looks excellent and the feedback on these from the pupils was really positive.		
Dining Rooms	✓	✓			New downstairs sofas are now in place and look a lot fresher. Pipework is scheduled to be re-painted in the Oct half term.		
Lounges	✓	✓			DH spoke to me about some art work that he is currently looking at being added to the bedroom doors in the main house. This would give the effect of a colourful front door for each boys' bedroom door. DH	DH to complete proposal for bedroom door art.  The lounge walls are complete and the doors are next.	Ongoing – please recommend action history and actions

					is currently putting together a proposal for this as it will be quite expensive.	<p>28.03.2018 First week of summer term boys will agree a brief as to what the theme and design of the door plaques will be.</p> <p>An issue arisen regarding the TV signal aerials we have had a contractor out to diagnose the problem and they are upgrading the equipment. The cost of this is covered under our service level agreement.</p>	taken to date.
Bathrooms, Showers, Toilets	✓	✓			Address peeling paintwork on bathroom pipes.	<p>Pipework to be completed during Oct half term.</p> <p>08.02.2018 – An action plan is being drawn up to upgrade bathrooms and showers.</p> <p>28.03.2018 County have agreed some funding, final figure to be confirmed. Currently in consultation with HCC with regards to ideas and costing.</p>	<p>Completed Oct. 2017</p> <p>A tentative plan should be available for spring term and if budget approved work to start this academic year.</p>



Education cross over i.e.: numeracy/ literacy	✓	✓			<p>There remains a good crossover between school and the boarding house and additional support with regards to literacy and numeracy.</p> <p>The boarding house are now running their own additional maths and literacy groups.</p> <p>08.02.2018 – DH is now attending de-brief daily in school which is helpful for information sharing. DH has confirmed that you hear more, know more and the information is consistent. This handover time is protected and staff are able to direct information more strategically and targeted.</p> <p>28.03.2018 DH and LH agree that meetings are frequent enough and communication is good so this will continue.</p>	<p>To continue to offer additional support.</p> <p>No action required</p>	
Kitchen	✓	✓			The menu remains varied with options such as salmon, steak and avocados being available through the new shopping scheme. No	The Fair Share service has good food and the pupils are happy with choices on offer at meal times.	N/A

					update. 28.03.2018 Weekly monitoring of electrical items have identified replacements required and these have been actioned.		
Games rooms	✓	✓				No action required.	N/A

**(2) INSPECTION OF THE HOME'S RECORDS.**

	Checked	Satisfactory	Minor Shortfall	Major Shortfall	Comments	Agreed Action	Timescale
Daily Log of Events (journal), fire drills	✓	✓			Daily logs are all up to date.  DH – All fire drills are up to date. 20.11.2017 – There was an evacuation due to burnt toast. The evacuation went very well.  28.03.2018 The recent fire drills displayed excellent evacuation procedures followed and staff	To report on last evacuation at next visit.	May 2018

					received a reminder about what a full sweep of a room entails.		
Pocket money records	✓	✓			28.03.2018 The allocation is £2-£3 weekly. Staff will ensure non desirable items are not purchased e.g. fizzy drinks but independence is encouraged.	To have 3 files available for scrutiny at next visit.	May 2018
Record of Complaints/ Grumbles and gripes	✓	✓				No action required.	N/A
Medication Administration records & practice. First aid	✓	✓			There have been no complaints/grumbles. Stringent checks are now in place and medication is reviewed and monitored closely. There is more communication with home/carers to ensure medication sent into school is as what is needed for that week. Linda is taking the lead on this and this exercise is working well.	Barry Ryder will now perform spot check of medication levels for each child to ensure dosage is correct. 20.11.2017 Dan H is also now more detached from administering and performs more checks. There have been no errors to report.  25.9.17 – DH has sent out new medical forms and is waiting for these to be	

				<p>08.02.2018 The procedure is now more stringent and a protected time enforced to complete administration and record keeping of medication.</p> <p>28.03.2018 3 x medical records viewed that displayed name, type, dosage, and count of tablets plus what quantity is returned home at the end of each.</p>	<p>returned.</p> <p>20.11.2017 – there is a note recorded to prove that this document has been requested to be returned.</p> <p>08.02.2018 – All outstanding document received and checked.</p> <p>Review 3 x medical records at the next visit.</p>	<p>Complete 08.02.2018</p> <p>May/June 2018</p>
Record of sanctions used	✓	✓		<p>This has been 1 x boy removed from boarding due to risk behaviours with all parties in agreement. There has been two incidents one in boarding and one in school. The latest incident was recorded in the school HFS book as it occurred after 9.00am.</p>	<p>12.7.17 – Major sanctions are now recorded separately to minor sanctions.</p> <p>20.11.2017 – Additional work required to categories what is minor and what is major to ensure uniformity between staff.</p> <p>08.02.2018 – The additional categories have been added.</p>	<p>To check at next visit in</p>

					<p>Both cases were however recorded in the major sanctions log as the boarding place was put on hold.</p> <p>The sanctions reports are completed within 24 hours of the incident.</p> <p>There have been no HFS (hold for safety) since the last visit.</p>	<p>Definitions of types of behaviour or incidents that could lead to major sanctions have been outlined in major sanction log of the front page.</p> <p>OFSTED feedback around this was very positive.</p> <p>28.03.2018 No action required</p>	<p>March 2018.</p>
<p>Use of Restraint (Additional Measures of Control)</p>	✓	✓				<p>Physical intervention record to include duration of hold.</p> <p>28.03.2018 – This has been added to page 2. What happened section.</p>	<p>To view the Physical intervention book at each visit.</p>

Pupil placement plans, risk assessments, Blue folder	✓	✓			All up to date and regularly reviewed <i>by</i> DH and LH.	No action required.	To have x 3 files available for scrutiny for visit in March 2018
Pupil diaries, rewards, activities, menu's, accident, injury, illness	✓	✓				No action required	To have x 3 files available for scrutiny for visit in March 2018

Staff minutes, rota's, training	✓	✓			<p>28.03.2018 The rewards wall is being updated with a new theme which is based primarily on a Monopoly Board of activities, credits earned or demonstrations of good actions.</p> <p>08.02.2018 – OFSTED inspected x 3 staff files to identify that Safeguarding awareness training was evident, any concerns by staff were actioned and a years worth of supervision has been</p>	<p>Staff attended ASD training in sept 2017. DH attended DSL conference Sept 2017.</p> <p>We discussed exploring the idea of TP working through the CWDC induction programme as a pre-requisite to his Diploma as this was previously successful with JM and SW.</p> <p>20.11.2017 There has been dyslexic training for staff, they felt that the delivery was good, lots of knowledge shared and gained, what was helpful was the practical side using opposite hand to normal and one foot off the</p>	<p>To review x 3 staff files to check categories OFSTED inspected at Summer Term visits.</p>

				<p>recorded. Linda is delivering to 7 staff in school ( x 7 LSA's) via Peter Symonds College (as an Assessor) <i>qualification?</i> This is funded by the Government therefore no cost to the school.</p> <p>Meetings are Chaired by DH or LH, signed by staff not in attendance added so those who are absent from the meeting will have to confirm that they have viewed the minutes. An agenda is available for each meeting and staff can add to this prior to the weekly meeting. There is a healthy critique from DH as he is role means he is more detached from the boarding house on a strategic level.</p>	<p>floor to get a better understanding of different struggles.</p> <p>08.02.2018 – L2 Certificate in Awareness of Mental Health Problems – staff are enrolled with Eastleigh College 80% of residential staff but also being rolled out to some school staff will be qualified by June 2018. Staff could progress to L3 working with Mental Health.</p> <p>AR is the Careers transition/Futures Champion so boys will get the opportunity to explore progressing to careers. This in line with the government Careers Guidance agenda and will feed into the Gatsby Benchmarking requirements for all schools.</p> <p>Additional training to be explored is Problem solving</p>	
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						<p>techniques for the boys.</p> <p>28.03.2018 AC will taking the Team Teach instructor course by the end of June.</p> <p>AR has also completed her First Aid in the Workplace qualification.</p> <p>The team is currently very busy with transitions and LH will take this lead on this assisted by AC. LH will speak to key staff about contributing to the EHCP to support transition if leaving along with introduction to boarding, moving to Horizons, or back home.</p>	
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## **SECTION C**

### **OVERALL SUMMARY OF VISIT INCLUDING COMMENT ON THE CONDUCT OF THE BOARDING HOUSE AND ANY SPECIFIC PROBLEMS IDENTIFIED:**

This was a very positive visit with a lot covered but beneficial. Linda fed back that she has a better understanding of the residential visits and the relevance of why and her confidence is growing with being able to respond to any items raised.

### **OVERALL RECOMMENDATIONS (IF ANY):**

It would be nice to see the revised rewards wall up and in use at my next visit.

#### **Scrutiny of documents and files**

<b>Type</b>	<b>When</b>	<b>Completed and comments</b>
<b>X 3 Daily logs of events</b>	<b>Spring 2018 and Summer 2018</b>	<b>Viewed 28.03.2018 and extra training around sweeping. identified</b>
<b>X 3 Pocket money records</b>	<b>Spring 2018</b>	<b>Viewed 28.03.2018, only 2 boys currently in receipt of pocket money. There will be no further PM allocation form Sept. 2019</b>
<b>X 3 Medical admin records and practice</b>	<b>Spring and Summer 2018</b>	<b>Viewed 28.03.2018 all records completed fully.</b>
<b>Use of restraints log</b>	<b>All visits</b>	<b>Viewed 28.03.2018</b>
<b>X 3 Pupil Placement plans and risk assessments, blue folder</b>	<b>Spring and Summer 2018</b>	<b>Viewed 28.03.2018 Pupil placement plan has been reviewed and there is a log to record each time a document is updated. Keyworker has responsibility for information in the blue folder.</b>
<b>X 3 Pupil diaries, rewards and activities</b>	<b>Spring and Summer 2018</b>	<b>Viewed 28.03.2018 The diary log is electronic; the allocated staff member has</b>

		responsibility of typing up the log daily. Activities list – up to 13 different types of activities on offer each week. Behaviour targets and rewards charts records daily scores and these are fed back verbally to boys. The overall % score allows the boys to move around the monopoly board.
X 3 staff files to check safeguarding awareness, any concerns and supervision log	Summer 2018	
Check no. of staff who have achieved L2 Cert. in Awareness of Mental Health qual.	Summer Term 2018	
Check no. of staff progressing to L3 working in Mental Health.	Summer Term 2018	
Update on Careers transition/Futures Champion	First visit of Summer term 2018	

The next visit will take place during the spring term of the 2017-2018 academic year.



Signed: .....

Name: Kirsty Hayes .....

Date: 28/03/2018