

Castle Hill School
Innovating, Communicating, Empowering

Regulation (Behaviour) Support Policy

Policy Created	2009
Committee	LGB
Last review	October 2023
Review frequency	1 year
Date to be reviewed	October 2024

General Policy Statement

At Castle Hill School we intend to provide a safe, secure, caring environment where everyone is valued and respected equally. We aim to provide an inclusive education where pupils develop independent learning skills and are taught according to need whatever their age, gender, background, beliefs or abilities.

National legislation re Keeping Children Safe in Education, disabilities, race relations and special education needs underpin this policy, which has also taken into consideration national, local and school policies on Special Educational Needs, Equal Opportunities and Health and Safety.

Philosophy

Castle Hill School aims to create a calm, positive, enriching and safe learning environment. We aim to achieve this by being:

- rewarding
- consistent
- nurturing
- happy
- accessible
- adaptive
- patient
- empathetic

We support regulation and wellbeing through healthy and trusting relationships and promoting respect for self and others.

We are committed to 'Total Communication', all attempts at communication are recognised and constructively responded to. Strategies are put in place to support every student's receptive language and promote their positive self-expression, ensuring that the student's voice is always heard.

Objectives:

- to ensure the consistent use of positive and appropriate communication based on student need and understanding
- to create conditions and develop strategies built upon a pupil centred approach to behaviour
- to empower our pupils to become self-confident, valued, respected members of school and the wider community

- to provide a consistent, nurturing, safe environment which encourages positive behaviour and active communication
- to recognise, reward and promote positive behaviour
- to encourage pupils to have realisation of their emotions and develop coping mechanisms and self-regulation where possible

Introduction

It should be noted that all employees have a duty of care to ensure that pupils and staff remain safe.

The Regulation (Behaviour) Support Policy at Castle Hill School is based upon positive behaviour principles and Team Teach: (http://www.teamteach.co.uk/introduction_Aims.html). The policy combines shared values from both schemes.

There is an expectation that our Regulation (Behaviour) Support Policy principles are applied through a united and cohesive approach throughout the school and wider community to ensure positive behaviour and regulation is encouraged, recognised, and rewarded.

The School Rule, 'We always listen to each other', which is prominently displayed in key areas, helps to reinforce our positive behaviour approach. The rule serves to remind staff and pupils of expectations.

We follow the principles of the 'Four S's' which are embedded in our Total Communication Approach.

Stress (exaggerating, emphasising the key words)

Say less (reducing language so students are not overwhelmed with unnecessary information)

Show (reinforcing with visual, tactile or auditory cues)

Go slow (allowing time for students to process the information and respond)

It Takes Two to Talk® -- A Practical Guide for Parents of Children with Language Delays (Pepper and Weitzman, 2004).

Castle Hill School works closely with parents, carers and families to help support positive behaviour and regulation. We work together to problem solve to find solutions that can be applied in school, in the home setting, on transport, in respite and social care settings, and in the wider community. This collaborative approach is essential to ensure positive approaches in supporting pupils with regulation are consistent and agreed.

Code of Regulation

All behaviour is communication. We seek to understand this communication and why it might be happening. We look to problem solve towards positive solutions.

Positive behaviour and supporting students with regulation is the responsibility of the whole school community. A clear, agreed, known and visible code of conduct ensures that everyone is aware of our positive behaviour ethos.

The 6 point plan is a template for guidance when supporting students to become or remain regulated:

- positively distract. Ignore the dysregulation (where it is safe to do so), but not the pupil
- gain pupil's attention by using a Total Communication approach
- use simple instructions or give a simple choice (see key vocabulary) **Stress, Say less, Show**
- allow processing time before repeating choices or instructions (if needed) **Go slow**
- withdraw pupil from situation
NOTE- Point 5. Withdraw can mean remove other pupils from area
- resume pupil's routine

Points to remember:

- respond positively
- remain calm, confident and consistent
- repeat as necessary
- reassure
- reward and praise
- request help and support if required

Please note: A dynamic risk assessment may be applied and therefore these strategies may not be applied sequentially.

Zones of Regulation

We use the principles of the **Zones of Regulation Model** as a scaffolding tool to support understanding of the stages of regulation, including escalation and de-escalation. The tool is child centred.

Red Zone	Crisis (possible harm to self or others)	5
	Distressed behaviours (possible aggression)	4
Yellow Zone	Agitated	3
	Unsettled	2
Green Zone	Calm (or what 'calm' looks like for me) Happy Able to learn	1
Blue Zone	Zoning out	-1
	Falling asleep	-2

Communicating expectations

The following strategies support regulation through a consistent approach:

Key vocabulary on signage (expressive and receptive) in order: stop, help, wait, walk, sit, stand, good, kind <body part> (e.g. kind hands)

Key vocabulary on communication fob (expressive and receptive) in order: help, wait, walk, sit, stand, good, kind <body part> (e.g. kind hands)

Now and next strips or traffic light visual cues

- Red - finished/stop
- Yellow - getting ready
- Green - starting/go

When using traffic light visual cues pupils are supported to touch the relevant colour card.

To support learning, symbol timetables, communication boards, music cues, touch cues, sounds and objects of reference, and fobs should be used to clarify expectations before transition. Processing time should be given for the pupils and minimal key language used.

Some suggested symbols: bus, home, dinner, toilet, class, outside.

Specific destinations should be represented by photographs, not symbols. Photographs should be taken from the photograph bank. Non-standard, independently taken photographs should not be used.

To enable our pupils to self-regulate, personalised opportunities to request calming strategies should be made available, such as deep pressure, quiet time, massage, outdoors, <preferred object>.

For some students this may include the use of personalised SCERTS style cards, which include child-centred choices that support regulation.

Regulated environments are required to enable students to access learning. These include specialist spaces with minimal resources or colours conducive to calm moods. The learning environment will be tailored and responsive to the regulation needs of individual students. Staff should be aware that changes in the environments can affect student regulation and interventions should be applied appropriately towards de-escalation if required.

The School Rule

We always 'listen' to each other.

'Listening' includes responding to sensory, tactile, visual, vibro-tactile or signed stimuli.

Physical Intervention

De-escalation of incidents is the first action and physical intervention may be used only as a last resort. The learning environment should be tailored to assist self-regulation, antecedents should be analysed, understood and addressed. Key vocabulary, now and next strips, photographs and symbols, and personalised approaches to support regulation should be provided prior to any physical intervention unless there is a direct and present risk of harm.

All staff have a duty of care to ensure safety. Physical restraint should always be the least intrusive technique applied for the shortest necessary period of time. Advice and guidance should be sought from, and promoted by, Team Teach trained colleagues. A list of Team Teach trained staff is prominently displayed in the staff work room.

Physical interventions can take many forms. Pupils can be guided, or redirected using physical barriers. These are not a restraint as the pupil is free to disengage from the support. There are some interventions that

are restraints and are only used when there is a danger to safety, in accordance with Team Teach principles and our duty of care. All physical interventions are considered to be supportive and positive and should be recorded and monitored through Regulation Plans (Form 4) and a dynamic risk assessment approach. Reflective and restorative practice should determine future need.

If physical restraint is used then this must be recorded through CPOMS and the serious incident book. Parents/carers should be informed and safeguarding procedures should be followed. All actions should be carried out on the day of occurrence. Specific outcomes should be identified and shared.

Use of the Safe Space

The Safe Space provides a small, low stimulus, safe learning environment.

In the unlikely event of the Safe Space being used for seclusion then the **MAT/School Safe Space Seclusion Policy** should be followed and recorded using appropriate documentation which is located in a clear folder on the top of each Safe Space.

Regulation Working Party

The Regulation (Behaviour) Working Party (RWP) is a cross phase group of experienced members of staff who volunteer their skills and knowledge. Names of those members of the working party are displayed in prominent places around school. The RWP meets on a regular basis to problem solve, give advice and guidance and to review the policy. Records are collated from the meetings and outcomes are reviewed and evaluated.

Parents/ Carers are consulted and we value their contribution to promote positive outcomes. Governors are regularly updated and anonymised information is shared with the whole governing body.

Individual Regulation Support Plans

For those pupils who may need support with regulation and require consistent approaches, an Individual Regulation Support Plan, also known as Form 4, should be implemented (Appendix 1).

An Individual Regulation Support Plan (Form 4) can be implemented and reviewed at any time. A Form 4 is created in a collaborative way, supported by the SLT, class teacher, class team, and parents, and shared with relevant bodies. It is a working document and will record and reflect the changing needs of the pupil. It must be signed by the pupil's parents and carers before it can be implemented.

The Form 4 should include the following:

- description of dysregulation /risk
- known (or hypothesized) antecedents and triggers including an analysis and function(s) of dysregulation. A student focused approach should be applied to assess why the pupil is expressing certain characteristics. The following should be taken into account; the learning environment, social situations, proximity, noise, time of day, staff personalities, home situations etc. (Please note; this is not an exclusive list)
- positive ways of avoiding problems/risk
- what to do if dysregulation occurs.

Careful consideration should be given to language used within the Form 4. Language should be non-judgmental. Some examples of appropriate and inappropriate language are below, although this is not exhaustive.

Appropriate descriptors	Inappropriate descriptors
Crisis	Meltdown
Dysregulation	Naughty
Highly escalated	Kicking off
Anxious	Silly
Unsettled	Bad
Over stimulated	Wound up
To communicate an unmet need	Attention seeking

NB all students with a Form 4 will have a yellow sticker on their out of school contact details as an advisory to staff.

Parent/Carer Support

The Regulation (Behaviour) Support Policy is available on the Castle Hill School website, or a copy can be requested from school.

Class staff are in daily communication with families. Regulation strategies will be discussed and agreed as appropriate.

Pupil Support

Staff should ensure safeguarding protocols are followed when supporting pupils.

Due to their complex communication and learning needs opportunities will be created for pupils to communicate their emotions using the Total Communication Strategy. All staff need to be hyper-vigilant and aware

of any changes in a pupil's regulation and explore any possible reasons for these.

Use of Technology to support Regulation

A number of pupils have access to iPads to support regulation. The content is filtered and monitored. Where pupils bring iPads from home, internet access is disabled and photos are checked daily. Parents sign an 'Acceptable Use of iPads in School' document (Appendix 7).

Child on child Abuse (Reference: keeping children safe in education 2023)

We aim to always provide a safe and nurturing learning environment but we are aware that for some of our students, peer to peer interactions can sometimes be difficult. We foster positive relationships through peer massage, collaborative activities and circle time games e.g. parachute and resonance board. The school rule is on display in classrooms and around school as a reminder that "we always listen to each other".

Where students are identified as finding interactions with particular peers challenging, this is identified in their Form 4 and strategies are put into place to ensure all pupils are kept safe. This may include putting extra support into the class, using other areas of school or moving the student temporarily into a different class.

We also recognise that some of our pupils can initiate communication attempts or demonstrate sensory needs which could be perceived as being intentional sexual contact. Staff should be mindful of this and ensure pupils are encouraged to respect each other's space, and be vigilant when positioning pupils within the classroom. In all cases we ensure that close monitoring and positive communication strategies are promoted, modelled, and applied. We are as a community, however, hyper-vigilant to the reality and possibility that child on child sexual abuse could happen here.

All incidents of 'child on child abuse' (including physical, verbal, online and sexual) are recorded on the Form 4 and preventative measures are discussed and added to the document. Serious incidents are recorded on CPOMS and all parents of students involved are informed of the incident by phone on the same day. Where appropriate, the serious incident book will be completed. All allegations made of 'child on child abuse' are collated and discussed with school staff, parents/carers the student themselves. Information is taken from the Form 4s, the weekly recording sheet, the Serious Incident book and CPOMS to assist towards resolving the issue. The Designated Lead for Safeguarding is informed of all incidents and allegations and third-party advice, guidance and input is sought where necessary.

We recognise that all those involved in 'child on child abuse' need reassurance and support. This takes into account their understanding of the event and their preferred method of communication, allowing them to express how they feel. This evidence should be recorded.

Team Approach and problem solving

Before a referral is made to the RWP, class teams should try and identify any triggers through the use of an ABC Form (Antecedents, Behaviour and Conclusion) (Appendix 5). For further advice and guidance, staff should refer to Castle Hill School's Graduated Approach document (Appendix 6). This provides graded approaches towards the application of possible solutions to support regulation. The RWP can be convened at any time during this process. These methods provide scaffolding towards collaborative problem solving. Any of these steps can be revisited at any time.

Staff are able to seek advice and guidance regarding dysregulation and receive a supportive response from:

- class teams
- colleagues
- Senior Leadership Team (SLT)
- Regulation Working Party (see Appendix 4).

Further consultation may be sought from families, paediatricians, moving and handling specialists, speech and language therapists, local Team Teach instructors, Sensory Occupational Therapists, and CAMHS through the SLT.

See associated Wellbeing Policies and the Use of Touch Policy for further holistic support.

Training and Monitoring

All staff are required to attend Regulation Support Policy training annually.

The implementation of the Regulation Support Policy will be monitored and evaluated by the Local Governing Body and SLT who will also be responsible for identifying training needs.

Exclusion

The Schools Standard and Framework Act 1998 lays down the means by which the sanction of exclusion may be used. Parents/carers and pupils should be made aware of this process.

Appendix - Forms and Protocols

All forms can be found on the school server in the Behaviour and Regulation file.

Form 1 (Appendix 2) is used to monitor and track the range and frequency of dysregulation exhibited by an individual, for example drops to floor, slaps, punches, kicks, bites etc. All dysregulation to self and others, including attempts, should be recorded. Each Form 1 should be completed on a weekly basis and passed to the Director of Safeguarding, Teaching, and Learning. Analysis of the Form 1s can lead to the RWP being convened.

If any physical interventions are needed to ensure the safety and support of a pupil they should be for the shortest possible time and must be recorded in the Serious Incident Book and CPOMS, and parents must be informed.

The Serious Incident Book and CPOMS should be used as appropriate to record dysregulation of pupils with or without an Individual Regulation Support plan. Teachers, the SLT and DSLs can make additions to CPOMS. **Parents/carers must be informed on the same day, preferably by telephone.**

Form 3 (Appendix 3) must be completed along with the Serious Incident Book when significant injury has occurred to staff.

Form 4 Individual Regulation Support Plan (Appendix 1) For those pupils who require significant support to enable them to self-regulate.

Appendix 1

Form 4 Individual Regulation Support Plan

Appendix 2

Form 1

Appendix 3

Form 3

Appendix 4

Regulation Working Party

Appendix 5

Antecedents, Behaviour and Conclusion

Appendix 6

Castle Hill School's Graduated Approach document

Appendix 7

Acceptable Use of iPads in School' document

Appendix 1 - Castle Hill Regulation Plan Form 4

Crisis 1 of 3	Anxious /overstimulated	Agitated/ unsettled	Calm/ regulated Ready to learn/ highly receptive	Low state /under stimulated
<u>How does this look?</u> Crisis/behaviour in bold	<u>How does this look?</u>	<u>How does this look?</u>	<u>How does this look?</u>	<u>How does this look?</u>
<u>Why is this expressed?</u>	<u>Why is this expressed?</u>	<u>Why is this expressed?</u>	<u>Why is this expressed?</u>	<u>Why is this expressed?</u>
<u>Where is this expressed?</u>	<u>Where is this expressed?</u>	<u>Where is this expressed?</u>	<u>Where is this expressed?</u>	<u>Where is this expressed?</u>
<u>What are the actions towards regulation?</u>	<u>What are the actions towards regulation?</u>	<u>What are the actions towards regulation?</u>	<u>What are the actions towards regulation?</u>	<u>What are the actions towards regulation?</u>

Crisis 2 of 3	Anxious /overstimulated	Agitated/ unsettled	Calm/ regulated Ready to learn/ highly receptive	Low state /under stimulated
<u>How does this look?</u> Crisis/behaviour in bold	<u>How does this look?</u>	<u>How does this look?</u>	<u>How does this look?</u>	<u>How does this look?</u>
<u>Why is this expressed?</u>	<u>Why is this expressed?</u>	<u>Why is this expressed?</u>	<u>Why is this expressed?</u>	<u>Why is this expressed?</u>
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<u>What are the actions towards regulation?</u>	<u>What are the actions towards regulation?</u>	<u>What are the actions towards regulation?</u>	<u>What are the actions towards regulation?</u>	<u>What are the actions towards regulation?</u>

Crisis 3 of 3	Anxious /overstimulated	Agitated/ unsettled	Calm/ regulated Ready to learn/ highly receptive	Low state /under stimulated
<u>How does this look?</u> Crisis/behaviour in bold	<u>How does this look?</u>	<u>How does this look?</u>	<u>How does this look?</u>	<u>How does this look?</u>
<u>Why is this expressed?</u>	<u>Why is this expressed?</u>	<u>Why is this expressed?</u>	<u>Why is this expressed?</u>	<u>Why is this expressed?</u>
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<u>What are the actions towards regulation?</u>	<u>What are the actions towards regulation?</u>	<u>What are the actions towards regulation?</u>	<u>What are the actions towards regulation?</u>	<u>What are the actions towards regulation?</u>

Additional Notes				

Parents signature	
Date	

INCIDENT REPORT FORM IRO1

FORMS MUST BE COMPLETED BY LINE MANAGER / PERSON IN CHARGE, NOT THE EMPLOYEE / INJURED PERSON

Please email completed forms relating to **Employees** to: ppau.chyyps@kirklees.gov.uk or send to: Personnel & Payroll Unit, High Street Buildings, High Street, Huddersfield HD1 2NQ

Please email completed forms relating to **Pupils / children and all other parties** to: IRO1.CorporateSafety@kirklees.gov.uk or post to the Corporate Safety Unit, Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY or via Anycomms to Emma Walsh

GIVE DETAILS OF INJURED PERSON / PERSON INVOLVED IN INCIDENT

Surname		Forename(s)		Age		Male		Female	
<i>Home Address</i>									
Please highlight <u>all</u> appropriate boxes		Employee	Pupil	Trainee	Resident	Client	Contractor	Visitor	Public
<i>IF EMPLOYEE – GIVE DETAILS</i>				Job Title					
Service				Section			Base		
Telephone Number				Employee Number			Pay Section		
<i>IF PUPIL / Child – GIVE DETAILS</i>		<u>NAME OF SCHOOL / PREMISE</u>							
Telephone Number		Person in charge at time of incident				Parent/Guardian			
RESULT OF INCIDENT		Highlight all appropriate incidents							
Work related ill health		Non-injury incident				Dangerous occurrence			
Fatality		Major injury				Minor injury			
Over 3 day absence		Physical violence				Verbal violence			
Complete this section for <u>INJURY</u> and <u>NON-INJURY</u> incidents									
Where did it happen?					Date:		Time: am/pm		
<i>What happened?</i>									
Complete this section for <u>VIOLENT</u> incidents <u>ONLY</u>									
Where did it happen?					Date:		Time: am/pm		
Name and address of assailant									
Male		Female		Age		Known		Unknown	
Give account of what happened, including relevant events leading up to incident [use additional sheet if necessary]									

[any injury – enter overleaf]	
Have Police been informed? Yes/No	Has Union been informed? Yes/No
Has employee been offered counselling? Yes/No	
<i>Does this incident indicate potential violence for other services? If so please complete a V1 form.</i>	

INCIDENT REPORT FORM IRO₁

PLEASE COMPLETE THIS SECTION FOR ALL INCIDENTS

What action has been taken to prevent recurrence?	
---	--

If there were any witnesses, ensure you take details of their full names and addresses and keep with your copy of this form

Did the injured person/victim cease work as a result of the incident? Yes/No If Yes, please give details:

When did they cease work?	Day:	Date:	Time:
* Delete as necessary to indicate the action taken at the time	Sent back to *class / *work	*Sent / *taken home	
	*Sent / *taken to hospital	Referred to Doctor	

TYPE OF INJURY OR ILL HEALTH	Please highlight the appropriate injury
------------------------------	---

Amputation	Cut / Scratch	Scald
Back Pain	Dislocation	Shock
Break / Fracture	Eye Injury	Strain / Sprain
Bruise / Swelling	Internal Injuries	Stress related problems [anxiety, depression, neurological disorders]
Burn	Irritation	
Cardiovascular	Leg, arm, neck - musculoskeletal	Other - Please state:
Concussion	Poisoning	

LOCATION OF INJURY	Please highlight the appropriate location
--------------------	---

Ankle	Eye	Head	Shoulder	Other - state:
Arm	Face	Lips	Stomach	
Back	Finger	Leg	Toe	
Chest	Foot	Neck	Whole Body	Left Side
Ear	Hand	Nose	Wrist	Right Side

ABOUT THE INCIDENT	ONLY HIGHLIGHT ONE INCIDENT, describing what happened
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Contact with moving machinery / material	Injured while handling, lifting or carrying
Hit by a moving, flying or falling object	Slipped, tripped or fell on the same level
Hit by a moving vehicle	Fell from a height. State height:
Hit something fixed or stationary	Trapped by something collapsing

Drowned or asphyxiated	Contact with electricity or an electrical discharge
Exposed to, or in contact with, a harmful substance	Injured by an animal
Exposed to fire	Physically assaulted by a person
Exposed to an explosion	Another kind of incident - described fully overleaf
MANAGER / SUPERVISOR / HEADTEACHER'S NAME [CAPITALS]:	
MANAGER'S SIGNATURE:	DATE:
CONTACT TELEPHONE NUMBER:	

IRO1Nov2011

All information supplied will be treated in the strictest confidence

Regulation Working Party



Steve Perren



Dan Pearce



Catherine Whitlam



Tracey Donegan



Alison Ley



Victoria Lee



Carla Smith



Jayne Askew



Katie Marshall



Polly Rakshi



Robyn Webster



Michael Isherwood



Drew Hinchliffe



Jodie Smith-Robertson



Hannah Wood



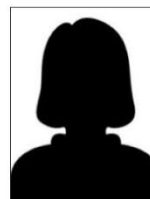
Jo Rowbottom



Dianne Aitkin



Beth Miller



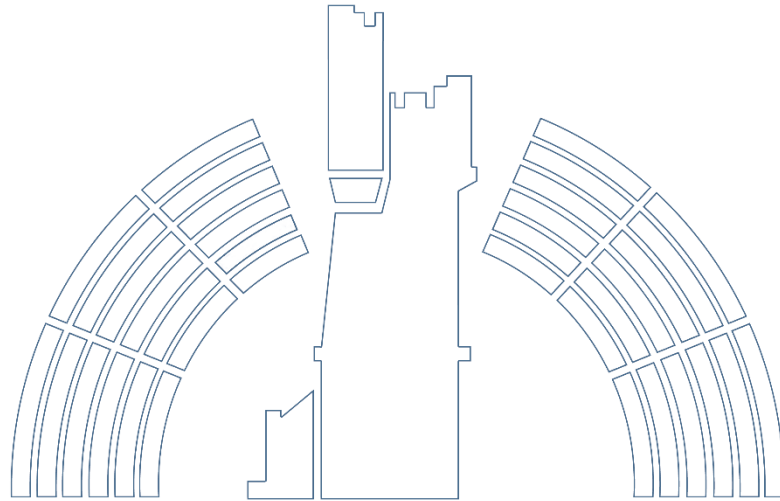
Jessica Day



Appendix 6 – Graduated Approach

Castle Hill School's Regulation Graduated Approach Tool		Area of focus ✓
1	<p>Learning environment (Regulate busy, noisy environments)</p> <p>Provide ear protection. Provide glare protection. Increase or decrease space. Enclose and envelop or expand and increase. Provide Individualized/small group support. Reduce language. Use short concise instructions.</p>	<p>✓</p> <p>✓</p> <p>✓</p>
<p>Dysregulation: Running, jumping, screaming in class at the beginning and end of lessons</p>		
<p>From Bright light, lots of glare. Large space creating opportunities for running and movement. Too much language with instruction.</p>		<p>To Close window shades. Use small room when possible. Instruct staff to use reduced language, provide key words, calming music of reference</p>
2	<p>Timetabling and Routine</p> <p>Short, familiar, engaging, motivating activities supported by sounds, objects, symbols and other cues of reference. Apply the traffic light system. Clear, consolidated timetables, supported by familiar destinations and familiar routines. Predictability is key. Short activities with are bite size, chunked and engaging.</p>	<p>✓</p> <p>✓</p> <p>✓</p>
<p>Dysregulation: Running, jumping, screaming in class at the beginning of lessons</p>		
<p>From In class at all times, no support for transition, crisis at beginning and end of sessions</p>		<p>To Individual timetable, familiar motivating destinations specifically at the beginning and end of sessions. OOR and traffic lights applied.</p>
3	<p>Sensory diet/feedback</p> <p>Partial intervention Activities including deep pressure: ABC, Buzz snaps, hug and tug, massage, walking, use of swing, rolling, squeezing, pressing.</p> <p>Full intervention Frequent, timetabled and consolidated deep pressure activities including those listed above, the sensory diet should be topped up on an ongoing basis.</p>	<p>✓</p>
<p>Dysregulation: Running, jumping, screaming in class at the beginning of lessons</p>		
<p>From No deep pressure-based activities</p>		<p>To Frequent, timetabled and consolidated deep pressure activities in tandem with individual timetable.</p>
<p>Other information</p>		
<p>Motivators Ensure the student is prompted through the use of personal choice and motivations. Be aware that some motivators may overstimulate.</p>		
<p>Over stimulation Avoid over stimulation including running, jumping, bouncing at a high, swinging uncontrollably, excited atmospheres.</p>		

Appendix 7 – Acceptable use of iPads in School



Castle Hill School
Innovating, Communicating, Empowering

Communication & Interaction Policy

Policy Created	2018
Committee	Local Governors
Last review	June 2022
Frequency	3 years
Date to be reviewed	June 2025

General Policy Statement

At Castle Hill School we intend to provide a safe, secure, caring environment where everyone is valued and respected equally. We aim to provide an inclusive education where children develop independent learning skills and are taught according to need whatever their age, gender, background, beliefs or abilities.

National legislation re disabilities, race relations and special education needs underpin this policy, which has also taken into consideration national, local and school policies on Special Educational Needs, Gifted and Talented, Equal Opportunities and Health and Safety.

The Purpose of the Communication and Interaction Policy

At Castle Hill School we are committed to enabling every student to 'find their voice', whether through 'Intensive Interaction', Makaton signs, photos, symbols, written words, vocalisations or speech. We recognise that Communication and Interaction underpin everything we do and lay the foundation for all other learning.

All students have the right to:

- Be communicated with in a dignified manner which takes into account their learning needs
- Be listened to
- Be included in social interaction
- Make choices
- Express their feelings and emotions
- Reject
- Request information
- Have access to information

This policy addresses:

- How we promote Communication and Interaction
- How AAC needs are identified and met
- Information on the provision and use of Communication aids, including IPADS, in and out of school

Promoting Communication and Interaction

At Castle Hill School we promote the development of Communication and Interaction through the curriculum and in non-curriculum activities. We do this through:

Total communication Environment

- Core symbols in all classrooms, shared areas and playgrounds
- Visual timetables
- Photos of rooms
- Objects of reference

- Touch cues
- Music cues
- Smells and textures of day
- Written labels

Communication Interventions: approaches and strategies:

- Communication groups
- 1: 1 sessions with Communication Teacher, Speech therapist
- Intensive Interaction
- Makaton
- Symbol books
- I pads
- Communication aids, including eyegaze devices
- Symbol fobs
- Sign and sing
- Communication passports
- Blank level of questions
- Derbyshire Language scheme
- Language for thinking
- See and learn
- Social stories
- Sensory stories
- Links with mainstream schools
- Partnerships with other special schools e.g. Intensive Interaction working parties
- Partnerships and collaborative working with other professionals e.g. AAC in a box
- Use of interpreters for families of students with different language backgrounds
- Use of bi-lingual support assistants
- Use of home-school books, newsletters, school website, parent text service, parents meetings, parent surveys

All students at Castle Hill School will have access to Alternative and Augmentative Communication, whether that be '**unaided**' e.g. gesture, Makaton, use of facial expression or '**aided**'. This may include '**low tech**' systems such as symbols books, or '**high tech**' devices such as an Ipad with a communication package. All students' communication needs are reviewed at their Annual Reviews and 'next steps' identified. This may include a recommendation for assessment for a Communication device. Clear communication targets are identified through MAPP and PIPS.

Assessment for and allocation of Communication devices

Prior to allocation of any high tech communication aid, the following criteria should be fulfilled-

- a referral can be made for a communication aid assessment by a teacher, other professional, parent or carer to the Communication teacher
- a preliminary consultation will be completed to establish if a full assessment is appropriate. This preliminary consultation may include; observation in the classroom, discussions with other members of staff and/or parents or carers

- students must show some form of reliable intentional movement, intentional communication, an awareness of cause and effect and the ability to use switches purposefully. For students who are being referred for eyegaze communication aids they must be able to demonstrate that they can use their eyes to make consistent and meaningful selections and have a consistent way of demonstrating 'yes' and 'no'
- students must have accessed low tech communication aids prior to assessment e.g. symbol boards, symbol books and continue to have access to low tech systems as 'backup'
- funding of any communication aid should be discussed with budget holders prior to assessment. Where school, Barnsley AAC team or the health authority are not able to provide funding for a device, then support will be offered to parents to pursue charity funding
- a Multi-Disciplinary Assessment will be completed which includes parental input, input from the student, input from the class team, SALT, physiotherapists, occupational therapists and the Communication teacher. A joint report will be provided following this assessment
- a suitable communication aid should be identified and an assessment with the provider should take place with parents and school staff.
- The advice of Barnsley Assistive Technology team is sought, and referrals made to them for assessments where pupils are identified as meeting their criteria in terms of cognitive ability and a demonstrable gap between their receptive and expressive language and communication skills. Barnsley can also provide support for students for whom access or positioning is difficult
- a key person, responsible for maintenance of the device will be identified
- training will be put in place for staff and parents to ensure effective use of the device
- an outlined teaching programme should be put in place which includes structured teaching sessions and practice alongside generalisation and everyday use.
- parents should be encouraged to make a firm commitment that they will use the device at home and in partnership with school
- parents should read and sign a copy of Castle Hill School Communication and Interaction Policy document
- the warranty agreement should be discussed and verified with Castle Hill School Business Manager
- the use of the communication aid should be part of the student's Education and Health Care Plan and monitored regularly to ensure that it continues to meet student need
- discussions need to take place with Post 19 providers when students leave Castle Hill School to ensure smooth transitions and continuation of established communication systems. This may involve seeking funding from other sources.

When the above criteria have been met a letter of agreement can then be completed by the parents/carers and Castle Hill School Communication Teacher. This letter will include information on ownership, insurance and repair.

Acceptable use of iPads in school

We recognise the benefits of the use of iPads within the classroom and how much they can enrich the learning experience for many of our pupils.

This can be through:

- specialist communication packages e.g. Gridplayer
- educational APPs e.g. letter tracing to develop hand writing skills. sequencing, number games, memory games, phonics
- finding out information
- recording visits and experiences through photos and videos
- developing cause and effect
- developing fine motor control through scrolling, tapping, pressing buttons
- developing choice making through recognition of icons
- developing independence

For some pupils the IPAD is their biggest motivator when making choices or it can help them with self-regulation. Where this is the case, clear targets for the use of the IPAD should be written as part of a pupil's MAPP or on their individual behaviour plan. It is recommended that pupils do not spend more than 15 minutes in one session when working independently.

Students should not be left with free access to class IPADs unless restrictions are activated.

Ownership of devices purchased by school or the school charity, repairs and insurance

All communication aids, including IPADS, purchased by school or the school charity for named students, will remain the property of the school whilst the student is on roll. IPADs will be locked (via Mobile Management) onto the Communication package and the internet will only be able to be accessed within school for updates by school staff. When students leave, for whatever reason, parents will be given the option to purchase the device at the accepted market price at the time, taking into account its age and condition. Where the device has been funded by the school charity, parents will be able to make a donation to the charity. Parents would also need to purchase any communication package independently. Parents/carers will be referred to this information when completing the letter of agreement. (Appendix A). Their attention is also drawn to the statement about photographs not being able to be taken in school.

Parents/ carers should provide personal home insurance cover for any device. A letter of confirmation that this process has occurred should be produced, copied and filed.

- school will pay for any damages incurred on the school premises
- parents will cover the cost of any insurance excess incurred through damage at home
- any damage sustained outside of the school and home setting which is not covered by home insurance will be covered by school insurance, however parents will be responsible for excess costs of £125

Repairs to any school owned communication devices will be arranged through the Communication Teacher or ICT manager.

Note: Parents will have the option to purchase any communication aid at any time from school at the accepted market price. When purchased parents will then be responsible for any repair costs.

Communication aid loans

School has a bank of communication devices which pupils can trial, including Techspeak, Proxtalker, Supertalker, Ipads which can be loaned on a temporary basis.

Prior to a trial device being used outside the school premises a letter will be drafted and signed by parents/carers stating that they will take full responsibility for any damage sustained and will either:

- Pay for a full repair.
- Pay excess insurance costs

Note: School owned communication aids should not be taken out of the country.

Privately owned devices

- Many families are providing IPADS for their children to use in school. The Communication Teacher is able to offer support around suitable communication packages. Parents/carers are asked to sign a form to agree:
 - The school does not accept liability for any damage caused whilst on school property.
 - Photographs are not allowed to be taken on the devices which travel between home and school to comply with GDPR requirements
 - Access to the internet in school will be disabled (**Appendix B**)

Appendix A
Communication aid loans

I hereby state that I have read and understand Castle Hill School Communication and Interaction Policy

Signed.....

Date.....

Parents/carers name.....

Students name.....

Address.....

.....Postcode.....

Details of Communication Aid.....

Serial No. of Communication Aid.....

Value of Communication Aid Provided.....

Date Communication Aid provided.....

Insurance certificate produced and copied? Yes No

Ownership

School ownership

I hereby agree that the above communication aid is the property of Castle Hill School or the School charity and that I am aware of the different options available when they leave Castle Hill school.

Yes No

I hereby agree that school owned communication aids should not be taken out of the country. Yes
No

Repairs

I hereby agree that repairs to any communication aid should be coordinated by Castle Hill School Communication Teacher or ICT Manager

Yes No

Insurance agreement

I hereby agree to provide home insurance to cover my child's communication aid when out of school. I agree to provide an insurance certificate to this effect and give my permission for this certificate to be copied and filed. I agree to repair the said machine and meet the costs of any excess payments resulting from repair as a result of damage incurred.

Yes No

I agree to pay any excess insurance charge for the repair of my child's communication aid as a result of damage incurred outside of home and school in the event that my home insurance does not cover the sustained damage. I am aware that this cost could be in excess of £120.

Yes No

Signed..... **Date**

Parent/carer of.....

Appendix B
Privately Funded equipment

Communication Aid Agreement for Privately Funded Equipment

We are delighted that more and more parents/carers are providing a variety of devices to enhance their son/daughters experience in school. As such we are happy to provide any support, information, advice and guidance required.

We would also like to take this opportunity to ensure that parents are aware that the school mobile device policy does not allow photographs to be taken on school premises.

We also regrettably inform parents /carers, that the school cannot take responsibility for any loss, physical damage or hardware/software failure that occurs to the equipment whilst on the school premises. This includes the maintenance and upkeep of the device.

We would, therefore, be grateful if parents/carers would sign this agreement prior to any device being used at school.

I would like my son/daughter to use their privately funded device in school and understand that the school is not liable for any loss, physical damage or hardware/software failure that occurs on the premises. This includes maintenance and upkeep of the device.

Parent/Carer of

Parent/ Carer Signature..... Date.....

Communication teacher:

Signature..... Date.....

Device