

Additional Learning Support Policy 2020-21

Lead Responsible:	Director of Student Experience and Support
Approval Dates for Revisions:	
Academic Board/College Leaders	
Equality Impact Assessment	
Governor Committee: AC/FR/AU/SG/ES	
Governing Body	
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Purpose

1. Capel Manor College (“the College”) provides education and training for wide range of students on various levels of support needs.
2. The College recognises that for many of its students, successful access to learning requires additional support that is effective, personalised and appropriate.
3. This policy is the framework within which this support is provided.
4. Capel Manor College wished to ensure that students with medical needs receive proper care and support at College.

Scope

5. Help is available for all students who have (or believe they have) additional numeracy/literacy needs, personal developmental needs (i.e. mentoring or pastoral support need), a specific or general learning difficulty, disability or medical condition that may affect their ability to learn.
6. Support can be requested at any point in a student’s time at the College and the College will meet their needs after an assessment of needs is completed and if appropriate, effective and personalised support can be provided within reasonably available resources.
7. Appropriate support is that which considers the needs, preferences and aspirations of the individual student in relation to specific educational targets but also takes the wider social context into account. Appropriate support is stimulating and challenging and takes into account individual needs, values and expectations and those of wider society.
8. Effective support is
 - a) any activity that is planned to help the student overcome or reduce barriers to learning and promote success.
 - b) support that helps students develop strategies that enable them to become independent students.
 - c) goal driven and measurable.
9. Personalised support is any planned activity that takes account of the individual students’ strengths, weaknesses, preferences and aspirations. Personalised support encourages and motivates the student to actively engage in the planning and implementation of their support.

Legislative Context

10. The College recognises and accepts its responsibilities under The Equality Act 2010 and the Public Sector Equality Duty to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people.
11. The Government’s List of most commonly encountered drugs currently controlled under the misuse of drugs legislation: <https://www.gov.uk/government/publications/controlled-drugs-list--2/list-of-most-commonly-encountered-drugs-currently-controlled-under-the-misuse-of-drugs-legislation>
12. The HSE guidance: Health and safety matters for special educational needs: Legal issues including risk assessment https://dera.ioe.ac.uk/15756/1/hse_legal_issues_including_risk_assessment.pdf

ALS Support

13. The College actively promotes inclusive practices and encourages students to disclose information about additional needs as early as possible to support effective and efficient planning and provision.
14. Students may disclose information relating to additional educational needs and request help at any point in their journey, though the College encourages students to disclose this as early as possible. There are opportunities at each stage of a student journey, from, enquiry, application, enrolment, induction and on programme.
15. Any member of staff may refer a student for additional support, however the student should be aware and consent to this referral.
16. The College will carry out the following

Assessment of support required

The College will assess student's needs and will take account of students own views of their needs as part of the assessment. The purpose of the needs assessment is to verify the nature of the need, gather more detailed information and, where applicable, begin planning the support process.

The College requires evidence in order to fully assess the support needs required. Evidence might include:

- A Statement of Special Education Needs (SEN)
- Learning Difficulties Assessment (LDA)
- Education, Health and Care Plan (EHCP)
- A reference from the school Special Educational Needs Coordinator (SENCO)
- A medical reference or report
- An educational psychologist report

Plan the support to be delivered

A support plan will be produced, with the participation of the student that gives details of the aims and objectives of support, support planned and review schedules

Deliver Support

The College offers a range of specialist support for students with Special Educational Needs including:

- Advice and support throughout the application, interview and enrolment process
- Access to specialist equipment and software
- Small group sizes
- In-class support
- Assessment and delivery of exam access arrangements
- Dyslexia and other SpLD support sessions both one to one and group
- Support with work placements and progression to further education, training or employment
- Study Skills
- Speech and Language Therapy
- Counselling and Wellbeing support
- Mentoring and general pastoral

- Support and advice for teaching staff

The College also provides a range of bespoke support for its students, working in partnership with external agencies to ensure the College best meets the needs of its students.

Evidence the support being delivered

The Learning Support team and other support staff across the College will record evidence of support provided.

With the student's consent all information that contributes to effective and appropriate provision will be shared with relevant College staff through the Pro Monitor system.

Students have the right to withhold this consent and to decline support offered.

All information disclosed by students for the purposes of providing additional learning support will be stored on the College network in accordance with the GDPR.

Evaluation and Impact:

Evaluate the Impact of Support

The College's Additional Learning Support provision is monitored through:

- Individual Learning Records/Plans
- Student reviews
- Observations of support sessions and in-class support
- Management information data (especially student and staff attendance)
- Self-Assessment
- Team meetings
- Appraisal and Line Management supervision
- Collection of case studies

17. The College reserves the right to withdraw support if the student does not maintain satisfactory attendance or does not work towards agreed goals. In such cases the student will, where possible or appropriate, be referred to other professional help or services.
18. Students can decline the support offered and will be asked to sign to confirm they do not want the support being offered.

ALS Responsibilities

19. The Director of Student Experience and Support holds overall responsibility for the support detailed in this Policy.
20. The Learning Support Manager has management and operational responsibility for the assessment, planning, delivery and quality assurance processes with regard to Additional Learning Support
21. The Wellbeing Manager has management and operational responsibility for assessment, planning, delivery and quality assurance processes with regard to Mental Health, Wellbeing and Pastoral Support

22. The Head of English, Maths and Foundation Learning has management and operational responsibility for the Assessment processes related to Exam Access Arrangements.
23. Key staff members hold responsibility in their centres and designated specialisms for operational co-ordination and delivery of support.
24. Support staff are responsible for the delivery of support programmes to students.

Administration and Safe Storage of Medication

25. Treatments that the College will provide will be limited to:
 - a. Medipens (Epipens or anapens) for anaphylactic shock with a pre-assembled pre-dosed epipen epinaphrene or adrenaline/epinephrine required in a pre-planned emergency
 - b. Oral medication administered as prescribed by a Health Care Professional subject to appropriate consent forms being obtained required in a pre-planned emergency
26. Any parent/carer or student requesting the storing of medication should be given a copy of the College's policy.
27. Once it has been established that:
 - a. there is no alternative but to take medication during college hours
 - b. students are unable to self-medicate and staff intervention will be required
 - c. and/or the medication required is on The Government's List of most commonly encountered drugs currently controlled under the misuse of drugs legislation.

The following process should be followed:

- A risk assessment will be carried out by the College with the student and/or parents/carers/health care professionals. The Risk Assessment will confirm whether and how the college can provide the support needed to meet the needs of the student at the College. See template 'ASSM1'.
- A detailed care plan will be drafted, signed and agreed with the student, a health care professional and where appropriate the parent/carer in each case. 'See template ASSM2'
- All care plans will need to be approved by the Principal/Vice Principal or delegated College Leader such as the Director of Student Experience and Support.
- Once approved, all relevant staff will be made aware of the care plan.

Safe Storage and Access to Medication

28. Unless otherwise indicated all medication required to be stored in college will be kept in a designated clearly identified locked area.
29. Only reasonable quantities of medication should be stored to the college by a responsible person (no more than one half term's supply, but usually less)
30. Each item of medication requiring to be stored in the locked area must be delivered in its original container and handed directly to be stored by the College
31. Each item of medication must be clearly labelled with the following information:
 - Student's name
 - Name of medication
 - Storage requirements (if important)
 - Expiry date (if available).
32. Only Medication that has been prescribed by a medical practitioner will be accepted for storage.
33. All Medication must be accompanied by complete written and signed instructions from the student and/or parent/carer provided.

34. For medication on The Government's List of most commonly encountered drugs currently controlled under the misuse of drugs legislation document **and** requires refrigeration, the college will make individual arrangements on a case by case basis through the risk assessment and care planning process.

Issuing of non-prescribed Medication and First Aid

35. Staff should not routinely administer/hand out non-prescribed medication (this includes 'over the counter' medicines such as paracetamol and ibuprofen) unless under clear medical guidance, or agreed as above.
36. This policy does not apply to the provision and administration of first aid. The Health and Safety Policy governs the provision of first aid.

Responsibilities for the Administration and Safe Storage of Medication

- **Course Manager** – Medical risk assessments are owned and the responsibility of the Course Manager (Supported by the Learning Support Team and the Centre Manager/Head of Centre).
- **Learning Support Coordinator** – carry out the process, usually will be the nominated person responsible for the day to day management of stored medication. Ensure day to day coordination and support for students with medical needs.
- **Learning Support Manager** –operational management of process, responsible for ensuring staff are trained
- **Director of Student Experience and Support** – authorisation of all medication on site, operational oversight of process, ensuring procedure is followed
- **Centre Manager/ Head of Centre** - support the Learning Support Team with the management of safe storage – smaller centres, can also be nominated person for day to day management of stored medication
- **Principal/Vice Principal** – day to day oversight and authorisation can be delegated to the Director of Student Experience and Support. Strategic oversight of policy implementation.

Associated Documents

Key documents associated with this policy are:

- The Student Handbook
- Equality and Diversity Policy
- Safeguarding Policy
- GDPR
- Health and Safety Policy

Appendix I – Risk Assessment

Risk Assessment: STUDENT NAME: _____ Student Number: _____ Date: _____		Parent Carer Details: Name: _____ Signature: _____ Date: _____	Medical Professional (If appropriate) Name: _____ Signature: _____ Date: _____
Locations/Campus:		Building / Room:	
Name of Assessor:		Head of School:	
Signature:		Signature:	
Date of Assessment:		Review Date:	

Brief Description of Area/Student/Tasks undertaken/medication needed:

	Task:	Hazard:	Harmful to and How?	RISK RATING – Prior to Controls			Existing Controls / Precautions:	RISK RATING:			Further Actions & Comments:
				L	S	H		L	S	R	

Key: L = Likelihood (1-4) S = Serverity (1-4) H = Hazard rating (LxS=H)

Appendix II – Care Plan



Care Plan

Name:

Student Number:

Date:

Insert
photo of
student
here

Relationship of Emergency Contact:
Emergency Contact Nominee:
Emergency Contact Details:

Care Plan for NAME

Details of Condition:

What is the condition?

What are the signs and symptoms of the condition?

What are the triggers?

What helps to reduce triggers?

When should emergency Services be called?

What medication is required and when?

Where does the medication need to be stored? Can the medication be taken outside of College time?

Who will be your point of contact for any queries regarding medication?

Include here any specific directions of medical professionals

Detail here the procedure for what to do if signs and symptoms are shown:

Who should the student speak to?

Where will a first aider be found?