



# Merstone School

## CHC in School Policy

**Adopted by Governors:**



## **Section One – Introduction**

### **1.1 Policy Statement**

The Council welcomes the involvement of CHC staff and the necessity for and benefits which CHC staff bring to schools.

The school recognises the importance of including CHC staff as part of our wider school teams, ensuring CHC staff are involved in appropriate activities with suitable checks and safeguarding measures put in place.

### **1.2 Definition of Continuing Health Care**

NHS Children and Young People's Continuing Health Care (CHC) is a package of ongoing care for people under 18 whose healthcare needs cannot be met by existing NHS services. Children with NHS CHC will have high level needs as a result of disability, illness or accident. Most children with NHS CHC receive a package of care at home as well as at school.

CHC staff in school are funded by the NHS and employed by a NHS approved provider.

### **1.3 Purpose**

The purpose of this policy is:

- To acknowledge the value of the contribution made by CHC staff.
- To establish clear values for the involvement of CHC staff in our school.
- To clarify the role of CHC staff and to define the tasks to be carried out by CHC staff so that both school employees and CHC staff are clear about their respective roles and responsibilities.

### **1.4 Safeguarding**

This policy seeks to ensure that the school undertakes its statutory responsibilities with regards to the protection of children, young people and adults at risk and respond appropriately to any concerns raised.

CHC staff will be responsible for sharing this commitment and for promoting and safeguarding the welfare of any vulnerable groups with whom they come into contact.

Safeguarding our pupils is of paramount importance, and all agencies working within our setting must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we require CHC staff to agree and adhere to the school's policies on:

- Safeguarding
- Code of conduct

- Use of mobile phones
- Whistleblowing
- Manual handling
- Positive Touch
- Intimate care
- Medicines in school

## **Section Two - Responsibilities**

### **2.1 Responsibilities of the Head teacher**

It is the responsibility of the Head teacher to ensure that:

- The CHC provider is aware of expectations regarding the roles and responsibilities of their staff whilst working in our setting.
- Pre-engagement processes are adhered to by the CHC provider; particularly appropriate pre-employment checks (e.g. DBS and/or Barred List Check)
- The CHC provider receives a prior to service start meeting appropriate to the role.
- A risk assessment has been completed and that any CHC support is undertaken in a safe working environment.
- Any safety related incident is reported in accordance with health and safety procedures.
- Any safeguarding concerns/incidents are reported in accordance with safeguarding procedures
- All staff working within teams alongside a CHC are fully aware of roles and responsibilities and expectations of educational and CHC staff when working with identified pupils
- To liaise with a named manager from the CHC service provider regarding any concerns relating to their organisations' staff practice.
- To comply with their obligations under the Managing Allegations against Employees (Children & Young People) policy.
- To ensure all outside agency/CHC staff working within the school are made aware of Designated Safeguarding Lead staff, First Aid support, and Emergency evacuation procedures.

### **2.2 Responsibilities of School staff**

- Any safeguarding concerns/incidents involving CHC staff/ the pupil being supported by CHC staff, are reported in accordance with safeguarding and/or whistleblowing procedures
- All staff working within teams alongside a CHC are fully aware of roles and responsibilities and expectations of educational and CHC staff when working with identified pupils
- To maintain the safety and wellbeing of all pupils at all times in accordance to their Duty of Care.

### **2.3 Responsibilities of CHC Service provider:**

- To provide original documentation into the school as required as part of the engagement process (e.g. DBS certificate)
- To ensure all staff representing their company working within our school, understand and abide by relevant policies and procedures of the school.
- To ensure all staff representing their company follow health and safety requirements and instructions and not endanger themselves or others whilst completing their role, either inadvertently or through negligence.
- To ensure that the privacy, property and confidentiality of others is respected by all staff representing their company.
- To ensure all staff representing their company behave professionally and with respect to the Council and school staff, other volunteers and pupils
- To ensure all staff representing their company report any concerns related to school staff practices are reported as appropriate to the school point of contact/DSL/Head Teacher.

### **2.4 CHC Staff:**

- To fully support the medical and personal care needs of identified pupil(s) in accordance with their employee contract
- To follow their company safeguarding policies in relation to reporting and recording concerns or incidents
- To understand and abide by relevant policies and procedures of the school as detailed in this document.
- To behave professionally and with respect to the pupil(s), school staff, and any other agencies supporting the pupil
- To report any concerns to their line manager/school DSL.

### **3.2 Confidentiality**

Any information about pupils, parents and staff is confidential. CHC staff are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation/school.

If CHC staff have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.

Any concerns that adults have about the pupils they work with/come into contact with, should be voiced with the appropriate senior staff member/line manager within the school setting or employer, and NOT with the parents/carers of the child or other staff members.

If concerns relate to safeguarding outside of the school day, CHC staff must follow the guidance in their organisations/employers' safeguarding policy. Safeguarding concerns whilst on the school site/during the school day must be raised to the schools' designated safeguarding lead (DSL).

Any concerns about anything another adult in the school does or says should be raised with the Head teacher or the Designated Safeguarding Lead.

### **3.3 Health and Safety**

The school has a responsibility for the health and safety of everyone accessing the school site. It is expected that all school and outside agency staff (including CHC staff) will ensure they provide a duty of care to themselves and others at all times whilst carrying out activities. The school will ensure that all volunteers are made aware of their responsibilities under this and any other Council/school Health and Safety Policy. CHC staff should not act outside of their authorised area of work. CHC staff should report all accidents in accordance with school policy and procedures alongside their employer's policies and procedures. CHC staff should be made aware of emergency procedures (e.g. fire alarm procedures) and about other safety aspects associated with particular tasks or activities.

#### **3.3.1 Using school and/or medical equipment**

Any safer people/manual handling equipment provided by the schools is covered by the schools insurance liability. Damage or equipment failure in relation to safer people/manual handling must be immediately reported to a member of the schools' senior leadership team, and damaged equipment must not be used.

Any medical equipment provided by the pupil's family/NHS remains the responsibility of the parents/carers/NHS to maintain. Both school and CHC/Medical staff must adhere to the correct use of any equipment in relation to any training received. The school will not be held liable for any loss, injury or damage incurred from incorrect use of equipment or equipment from another provider.

#### **3.3.2 Reporting of Accidents and Incidents**

Where a member of CHC/outside agency staff is involved in an accident or incident in the course of completing their work, standard school procedures will apply. The Head teacher should liaise with the CHC/outside agency staff member, and accident/reporting procedures should be followed.

#### **3.3.3 First Aid**

CHC staff will need to be made aware of first aid arrangements at the school both for pupils and adults.

#### **3.3.4 Fire and emergency evacuation**

CHC staff will need to be made aware of fire and emergency evacuation arrangements at the school both for pupils and adults.

## **CHC Provider/ Company Agreement**

Name of School:

Name of CHC Company/Provider:

Contact details of company/provider:

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of Head teacher or Senior Member of staff: \_\_\_\_\_

We are pleased to welcome your company and staff as a partner agency in our school; you will have an important role to play in the access to education success, medical care, and safety of \_\_\_\_\_ (pupil name) whilst attending school.

As a partner agency working within our school, staff from your organisation will be expected:

- To undertake the specific medical and personal care duties for identified pupil(s) as identified by your company
- To provide school with copies of training/competency records/certificates for CHC staff directly working with pupils in our setting
- To work within the policies and procedures of Solihull Council and the school as detailed in the CHC in school policy including the Code of Conduct.

As a partner agency working within our school, your organisation will be expected:

- To ensure that all staff employed by your organisation, have been recruited in accordance with the Safer Recruitment requirements, including: Identity and Right to work check, Enhanced DBS check including Child Barred list check (see below details), satisfactory references.
- To ensure that all staff from your organisation have undertaken appropriate safeguarding training.
- To provide the school with enhanced DBS details for all staff supporting pupils in the school setting..
- To ensure contact details for a CHC Care package manager is provided to the school.

As a partner agency working with our setting, you can expect the following from the school:

- To be fully informed of any developments or changes within the school which may affect staff from your organisation.
- To ensure our workplace provides a safe, friendly and welcoming team environment for your staff to work as part of.
- To ensure any concerns regarding health and safety, whistleblowing or safeguarding are responded to in a timely and appropriate manner.

Signed: \_\_\_\_\_ (Head teacher) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (CHC Company name) Date: \_\_\_\_\_

Please see below for the certificate numbers and issue dates for all \_\_\_\_\_ staff.

Staff name	DBS Certificate Number	Issue date

Yours sincerely

(Signed)

Name and role

As a representative for your company, I agree that all staff who will be supporting \_\_\_\_\_ in the school setting have read and agree to adhere to the information in the \_\_\_\_\_ policy

This is part of our school’s risk assessment planning and safeguarding arrangements.

**What is not permitted**

- CHC staff are not allowed to use mobile phones whilst on the school premises in accordance with the mobile phone policy
- CHC staff are not permitted to take photographs of pupils unless using a school device for educational purposes

**Emergencies**

You are expected to inform a member of school staff as soon as possible.

**I have read the CHC in school Policy**

**I agree to the terms and conditions as stated in the policy**

**I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school in accordance with the school safeguarding policy.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Role of CHC staff representing \_\_\_\_\_ COMPANY NAME \_\_\_\_\_ working with \_\_\_\_\_ PUPILS NAME \_\_\_\_\_:

Signed on behalf of: \_\_\_\_\_

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Signed on behalf of Merstone School \_\_\_\_\_

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Whilst the role of CHC staff does not include responsibly for providing education for the pupils in their care; CHC staff are welcomed into classrooms as part of a wider team of staff and are encouraged to actively participate alongside the pupil they are supporting within the environment and provision to complement their medical care role.

To remain with their identified pupil(s) at all times whilst on the school premises (with the exception of toilet breaks)	
To ensure that the medical care needs of the identified pupil are met at all times.	
To ensure a member of the class team has responsibly for the care of the identified pupil whilst the CHC staff member is completing a necessary task away from the pupil.	
To complete tasks away from the pupil only when necessary and/or remaining with the pupil whilst conducting these tasks is not practicable.	



To ensure all required medical equipment for the pupil is in full working order and available if required	
To maintain appropriate hygiene whilst supporting the pupils' medical and personal care needs	
To follow care plans provided by their organisation/NHS at all times	
To provide personal care for identified pupil(s) above alongside school staff if required	
To adhere to school policy regarding safer people/manual handling of pupils	
To ensure all medical equipment is stored appropriately at all times according to pupil need and activities being undertaken under direction of the class teacher.	
To follow their employers policies in regards to Safeguarding	
To wear a Merstone school lanyard including ID and DBS status at all times whilst supporting the identified pupil in the school setting	

Role of education staff representing Merstone School working with \_\_\_\_\_ PUPILS  
NAME \_\_\_\_\_:

To support the educational needs of the identified pupil.	
To take responsibly for the care of the identified pupil whilst the CHC staff member is completing a necessary task away from the pupil .	
To support the identified pupils holistic needs	
To maintain appropriate hygiene whilst supporting the pupils' medical and personal care needs	
To follow care plans provided by their organisation/NHS at all times	
To provide personal care for identified pupil(s) above alongside school staff if required	
To adhere to school policy regarding safer people/manual handling of pupils	
To ensure all medical equipment is stored appropriately at all times according to pupil need and activities being undertaken under direction of the class teacher.	