



Outreach Service Overview and Protocol

The Outreach Service facilitates the inclusion of pupils with physical disabilities into mainstream settings in Suffolk.

Functions of the Outreach Service.

1. Provides advice on curriculum areas.

The staff at Thomas Wolsey School are experienced in working with pupils with physical disabilities.

The school has a specialist advanced skills teacher who is able to advise on PE activities/adaptations for children with physical disabilities attending Suffolk schools. Referrals can be made on a referral form available on the outreach website. There is no charge for this Service.

2. Provides training in manual handling

Training is intended for staff working with pupils with physical disabilities who may require physical support for transfers between equipment and specialise equipment e.g. hoists.

Staff working with pupils who do not attend Thomas Wolsey School can apply for manual handling training. The online referral form can be found on the Outreach website at www.thomaswolseyoutreach.co.uk. Please complete and return to us by post.

The referrals are for pupils meeting specific criteria, being:

- Severe physical difficulties that may require physical assistance in transfers.
- Emergency issues relating to medical needs such as operations resulting in the need to use equipment such as hoists and handling procedures.

There is a charge for this service for all schools. There is a reduction for schools that have pupils on dual placement.

Please refer to the website for current prices.

3. Provides ICT advice and assessments

To assist mainstream pupils in Suffolk schools who have difficulties writing and recording. Referral forms are available on the Outreach website.

There is no charge for this service. After the assessment a report will be written with recommendations and sent to the school, parents and the SEND team, this usually involves a cost for schools. Refer to county policy for guidelines.

4. Provides ICT training

Training is intended for staff working with pupils who have difficulties in accessing the curriculum and need to use ICT to help in this area. For further information please contact the Outreach Service for specific details of available training.

Most ICT training is available free of charge to schools who have a dual placement or where a student has had an ICT assessment and has been recommended a specific piece of software or hardware.

Training is available to other schools at a small cost.

5. Supports "dual placement"

Dual placement pupils spend some of their week in their catchment mainstream school and the remainder of the week at Thomas Wolsey School. All placements are bespoke and reviewed regularly. The Thomas Wolsey staff team support pupils through regular visits and provide advice. This will be agreed with the individual school/setting and documented on the individual SLA.

All Outreach pupils are discussed at regular team meetings to enable multi professional working and a coordinated approach. Priority levels are altered accordingly.

Transition plans and care plans will be in place when a pupil changes a setting.

Priority levels

Level 1

Criteria

New placements

Change in pupil condition e.g. surgery.

Risk of placement breakdown.

Safeguarding.

Outreach Provision

Respond to need- minimum half Termly visit by Outreach staff.

Training for school staff available from Outreach service e.g. diagnosis and implications for school inclusion

Level 2

Criteria

Planning for transition

Change of staff/class within school.

Outreach Provision

Half termly therapy visit.

Equipment maintenance and advice

Phone advice.

Level 3

Criteria

Maintenance placements for pupils in well established placements with staff continuity and no unexpected change in medical conditions.

Outreach provision

Visit by Thomas Wolsey staff as required

Therapy visit if required.

Equipment maintenance and advice.

Phone advice

6. Supports the transfer of pupils to full time mainstream education from Thomas Wolsey School.

The Outreach Team will agree a support package with individual schools.

7. Provides Disability Awareness Training to dual placement schools and loans Disability Awareness Boxes to schools.

8. Provides Training to dual placement school staff on issues relating to disability.

9. Support for parents in mainstream through Outreach Parent Support Worker.

Provision of advice and training

Staff from mainstream schools are encouraged to visit Thomas Wolsey School and observe lessons. Appointments will be made at a mutually convenient time to discuss differentiation, inclusion in curriculum areas or any other issues relating to inclusion.

A physical education specialist from Thomas Wolsey School is able to advise on techniques for inclusion of all pupils in PE lessons and sports days.

Training courses e.g. 'Including the pupil with Cerebral palsy' for Teaching Assistants are available, see the Outreach website diary page for coming events.

Clicker 5 and other specialist software training courses for school staff and parents run throughout the academic year.

The Outreach Service has a Parent Support Worker who runs courses alongside the Parent Partnership team at the Local Authority.

Support for 'Dual Placements'

Thomas Wolsey School will:

- Set up a multi professional meeting and provide a care plan prior to any placement.
- Provide manual handling training at a reduced cost.
- Advise on equipment for physical access and seating.
- Provide the school with equipment sources and sources of funding.
- Provide an ICT assessment if required.
- Ensure that ICT equipment is consistent in both places and provide training and advice when required.
- Release the pupil's pastoral teacher for a maximum of twice a year to visit the mainstream school.
- Write and distribute the IEP, in conjunction with the mainstream staff, for pupils attending Thomas Wolsey School for the majority of the week.
- Provide a pack of useful information including a list of all professionals involved with the pupil. The pack is available online at www.thomaswolseyoutreach.co.uk
- Coordinate the Annual Review and complete the paperwork for pupils attending Thomas Wolsey School for the majority of the week.

In relation to dual placements, the mainstream school is asked to:

- Release a relevant member of staff to attend the Annual Review.
- Contact Thomas Wolsey Outreach Team by phone or email if there are any difficulties, in order that they may be addressed.
- Properly maintain any equipment loaned to the school (in particular service hoists on long term loan).
- Write a report for the Annual Review.
- Send the Outreach Team the Annual Report.
- Purchase equipment advised by the team.
- Ensure pupil is using the equipment provided.
- Ensure that any in school medication is in date and request training from the school nursing team.
- Ensure that staff are up to date with manual handling training.

If the pupil spends the majority of the school week in mainstream school (over three days) we ask the school to draw up the Individual Education Plan with Outreach input and collate the Annual Review paperwork. If the pupil has complex needs this can be negotiated with the Outreach Team.

A dual placement does not necessarily access therapy input, therapy services are limited and only occupational therapy, physiotherapy advice and support for communication aid users is funded through Outreach.

Support for the transfer of pupils to mainstream.

If a pupil transfers to your school full-time, the Thomas Wolsey Outreach Service will endeavour to provide support for the first term after the transfer. At the end of the first term the service will remain available on a referral basis.

In addition Thomas Wolsey will, on request, arrange a multi professional meeting prior to a proposed transfer. Finally it may be possible to provide staff training in support of the transfer or even for transition between classes within your school.

Equipment

Thomas Wolsey will endeavour to provide equipment for as long as possible but we ask for your school to budget for all specialist equipment required by the pupil transferring in.

Annual Reviews

The Team are willing to attend Annual Reviews at the request of the mainstream school but we ask that we have as much advance notice as possible.

Updated

16.6.11