



Outreach Service Overview and Protocol

The Outreach Service facilitates the inclusion of pupils with physical disabilities into mainstream schools.

What the service does.

1. Provides advice on curriculum areas.

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

The service has a specialist AST teacher who will advise on PE for children with physical disabilities. She is able to visit Schools County wide to advice on PE. Referrals can be made by initial contact with Cathy Churchyard on the school phone number.

2. Provides training in manual handling

Training is intended for staff working with pupils with complex difficulties. This service is free to schools that have pupils on dual placements and to schools for two years after pupils have transferred from Thomas Wolsey into mainstream.

Staff working with pupils who have not attended Thomas Wolsey can receive manual handling training through a referral system. We accept phone referrals (Contact name Chris Ugolini on 01473 467600) or referrals online. The online referral form can be found on the school website www.thomaswolseyoutreach.co.uk.

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.

This training is a half-day course run at Thomas Wolsey School. The course includes general back care advice and the principles behind safe manual handling. The cost of a half-day course is £25 per person.

Refresher courses are available at a cost of £10 per person. It is the responsibility of the school to ensure that trained staff attends a refresher

course a year after initial training. The Outreach service does not issue reminders.

The Outreach Manual Handling Trainer can undertake specific Risk Assessments on pupils, who meet the above criteria, in mainstream school at a charge of £45. This cost is calculated on one school visit, if additional visits are required they will be charged at £15 per visit.

3. Provides ICT advice and assessments

To assist mainstream pupils in Suffolk schools who have difficulties writing and recording.

Referral forms are available online and can be submitted by e mail to the Outreach e mail address or posted to Thomas Wolsey School.

A specialist AST for ICT is able to visit schools countywide to advise on using ICT across the curriculum.

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 or refer to the Service protocol.

5. Supports "dual placement"

Dual placements allow pupils to spend some of their week in a mainstream placement and the remainder at Thomas Wolsey School. The Outreach staff will support pupils through visits and advice.

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

7. Provides Disability Awareness Training to schools and loans Disability Awareness boxes to schools.

8. Provides Training to school staff on issues relating to Disability.

9. Host Focus days for pupils with disabilities in mainstream school

10. Support for parents in mainstream through Outreach Home/school liaison officer.

Provision of advice and training

Staff from mainstream schools are welcome to visit Thomas Wolsey School and observe lessons. We will make an appointment at a mutually convenient time to discuss differentiation, inclusion in curriculum areas or any other issues relating to pupils with physical disabilities.

A physical education specialist from Thomas Wolsey School is willing to teach a lesson at your school and 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 through the Outreach website.

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

The Outreach service has a Home liaison specialist who runs courses alongside the Parent Partnership team at the Local Authority.

The Outreach service has a series of specialist days for pupils in mainstream with specific conditions e.g. cerebral palsy, hemiplegia and muscular dystrophy. These days include staff training in teaching pupils with specific disabilities.

Support for 'Dual Placements'

Thomas Wolsey School will:

- Set up a multi professional meeting and provide care plan prior to any placement.
- Provide manual handling training free of charge at a mutually convenient time.
- Write specific manual handling Risk assessments on individual pupils in your school free of charge.
- Loan equipment for short-term loan. Schools are expected to purchase equipment for pupils on their role if required.
- 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 once a term 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 you with equipment sources and sources of funding should you require it.
- Provide you with a pack of useful information including a list of all professionals involved with your pupil. This 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, your school is asked to:

- Release the teaching assistant, working with the pupil to visit Thomas Wolsey School for training and observation once a term.
- Release the Pastoral teacher for a period of an hour a term for joint planning with Thomas Wolsey staff
- Contact Thomas Wolsey Outreach Team 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.
- Purchase equipment advised by the team.
- Ensure pupil is using the equipment provided.
- Ensure any medication is in date and request training from the school nursing team.
- Ensure that your 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.

A Dual placement does not necessarily access therapy input, therapy services are limited and only Occupational therapy 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, unless special circumstances apply and a more regular support system is felt necessary. For example, if the pupil has a complex physical disability and the pupil's services team would like continued support for the pupil from the team at Thomas Wolsey.

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. Please ensure early application to Access money, our staff are happy to advise on purchases.

Annual Reviews

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

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