

LLDD Learner Collection Policy

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1. Introduction

1.1 Introduction to health and safety

The college considers that the health, safety and wellbeing of its learners is of vital importance. The college fully accepts its legal and moral responsibilities for providing and maintaining a safe and healthy working and learning environment and is committed to taking all steps that are reasonably practical to achieve this.

2. Purpose

2.1 Purpose of Learner Collection Policy

It is our intention to protect the health and well-being of all learners and the staff in Foundation Learning

- is ill or infections
- inconsolably distressed/anxious
- extremely aggressive/physically abusive towards staff and/or other learners

It is the intention of the Foundation Learning to act quickly to minimise any risk to other learners and staff.

3. Sick Learner

3.1 If a learner appears ill, the following shall apply:

The learner's temperature will be taken on entry to the college site. If their temperature is high and/or the member of staff is concerned, the learner will not be able to come into college.

If the learner becomes ill during the day, the tutor has the right to request that a learner is taken home if they are considered to be unwell or not well enough to be attending. During this time the learner will be cared and comforted for in a quiet, calm, isolated area with an ALS.

For any infectious illness such as diarrhoea and/or vomiting symptoms we kindly ask that they stay away from college until they have been free of symptoms for 48 hours (the '48 hour rule') and feel well.

If the learner or anyone in the household has any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) you **MUST NOT** send the learner to college. Please follow government guidelines for self-isolation.

4. Behavioural Incident

4.1 When dealing with a behavioural incident, the following shall apply:

If the learner becomes excessively distressed or physically abusive during the day, the first stage will involve the tutor/ALS trying to calm and re-engage the learner via the designated strategies. The tutor will then deliver any necessary consequences.

If a situation escalates and becomes high risk, the tutor may request that a learner is taken home. This depends on the learner, their needs, their typical behaviours and the severity of the situation. During this time the learner will be cared and comforted for in a quiet, calm area with an ALS.

If necessary, CL will activate EOP.

5. Collection of Learners

5.1 When a parent/guardian is contacted to pick up a learner, the following shall apply:

The parent/guardian shall collect the learner as soon as possible.

If this is not possible, then the parent/guardian shall arrange for another person to collect the learner, giving the Foundation Learning Staff a full name and description.

If the parent/guardian cannot be contacted within 30 minutes of the initial telephone call, then the staff will try the next emergency contact person on the learner's file to arrange collection.

6. Related Policies/Information

7.1 Staff are reminded to read the following policies/information in conjunction with this policy:

- Health and Safety Policy
- Behaviour Support Plans
- Department Risk Assessments
- LLDD Leave/Abscond Policy
- LLDD NOP/EOP Policy