



The purpose of this policy is to

- Identify rooms within the school which may be used to withdraw pupils from their base classrooms
- Clarify the range of purposes for which these rooms may be used
- Ensure safeguarding measures are in place at all times with respect to both pupils and staff
- Involve parents in decisions regarding the management of their children's learning and behaviour

At Tre Uchaf we enjoy spacious accommodation and grounds and we aim to make good use of all the teaching and learning space available to us. Children learn within their base classrooms, in enclosed outdoor areas, in the gymnasium, the hall and within a number of smaller rooms throughout the building. These smaller rooms may be referred to as 'withdrawal rooms' because pupils, either individually or in small groups are withdrawn for specific activities from their main teaching area.

Specifically these rooms are known to staff and pupils by the following names;

❖ The Magic Room

This room has sensory lighting, soft furnishing, with music when appropriate and mirrors. It has no natural lighting but does have full strip lighting for use when the sensory lighting is not appropriate. A desk and several chairs are also available in this room. The door has a glass panel.

❖ The Thrive Hive

This is a room adjacent to the Junior STF. It contains a meeting table tables and chairs, a large mirror and from time to time role play areas. The room has several windows.

❖ The Peach Room

This is a room in which coats, bags, records and resources are kept. It is also a room for painting and other wet activities. There is a disabled toilet within this area. The room has partially frosted windows.

❖ The Rainbow Room

This room has been converted into a Nurture Room. It contains soft furnishings, a kitchen area and attractive and comfortable desks and chairs. The kiln is housed in one corner of the room. The room has one window. The fire door has a window.

❖ The Cwtch

This small classroom is generally used by groups of STF pupils but also by withdrawal groups from mainstream classes when available.

As we wish to make maximum use of all the space we have, ALL of these rooms are used from time to time for the following purposes;

- Small group learning supported by one or more members of school staff
- Individual tuition supported by a member of school staff
- Implementing individual education programmes for children with Special Educational Needs supported by a member of the school's staff
- Support and assessment by other visiting professionals
- To give individual children a space in which to 'calm down' after a confrontation or a period of agitation
- To provide a space into which a 'disruptive' child can be withdrawn, enabling the remaining pupils to learn without distraction
- To provide a space into which a child presenting health and safety risks can be withdrawn. Except in an emergency this will be specified in a Reactive Plan.
- The Blue Room and the Rainbow Room are also used as multi-agency meeting rooms, for counselling work either with school staff or with other professional agencies and for Restorative discussions..
- The Peach Room is also used as an art room for STF pupils.

'Time Out'

In cases where children are likely to need 'time out' in order to calm down or minimise disruption to other pupils they will be taken to one specific room (of the four mentioned above) which has been identified within their IEP and will be referred to as the 'Distraction Room'. Where this happens on a regular basis a bag of items designed to interest and distract that particular child will be available in the room. Where possible the child will only use this room for 'time out' and for no other purpose. This will help to avoid the child receiving mixed messages about the consequences of their behaviour.

Safeguarding Issues

It is important to us that no pupil or member of staff should feel vulnerable at any time when these rooms are being used. The following measures, including guidance to staff, are in place.

- No child will be left unaccompanied in any room behind a closed door
- Where a room is windowless there is a glass panel in the door so that other staff can remain aware of any difficulties arising within the room

- Where a child is very agitated and/or potentially violent at least two members of staff will remain with the child at all times
- Where a member of staff working alone with children encounters a difficulty a message using an emergency code word ("Team") will be sent to another member of staff in order to obtain assistance. A message will either be sent by a reliable child or the member of staff with call out to the nearest colleague
- No member of staff who feels particularly vulnerable in such situations will be included in the Team Response Plan section of the PSP
- Students and volunteers will not be asked to supervise challenging pupils alone in a withdrawal room without a member of school staff being present, nor will they be asked to assist where a pupil is very agitated or potentially violent.
- No doors will be locked, either from the outside or the inside. Doors may be locked when not in use in order to prevent pupils accessing the room unaccompanied
- Where staff have had to make the decision to restrain a child within a withdrawal room for safety reasons this will be recorded on the school's Incident Report Form and reported to parents at the earliest opportunity by telephone and in writing
- If a child makes a disclosure during a discussion in a withdrawal room the member of staff concerned will report what has been said to the head teacher who will then be responsible for contacting Social Services regarding any Child Protection Issues.
- Any injury to a pupil or member of staff occurring within the withdrawal room should be recorded on an Incident Form and parents will be notified immediately, or by the end of the school day if the incident is of a minor nature. Where an injury has been caused within the withdrawal room the head teacher, or deputy in her absence, will carry out and record a debrief with the staff involved.

Intimate Care

Some of our pupils with Special Educational Needs require nappy changes during the school day. Others may require changing because they soil from time to time. This care will be provided away from the classroom. There is a changing room opposite the Infant STF and a shower and toilet area within the Peach Room. Changing will always be carried out with two members of school staff present. Where it is likely that a child will require intimate care the parents will be asked to sign an agreement acknowledging that they agree to this.

Working with Parents

All parents, on first visiting Tre Uchaf, will be shown around the school and made aware of all the spaces in which their children will learn. This includes the 'Withdrawal Rooms'. Where children have an Individual Education Plan it will be explained to parents that their child may be withdrawn from the main teaching area either individually or within a small group and this will be included in the child's IEP. Parents will be told which members of staff their children will be working with as part of their IEP.

Where a Pastoral Support Programme is in place this may involve the use of one of our Withdrawal Rooms. Use of the room for the purposes of this type of withdrawal will have been agreed with parents.

Where a Withdrawal Room has been used as part of a Behaviour Plan recorded in the child's IEP this will be recorded on the child's IEP.

If any kind of physical restraint has been used for longer than five minutes within the room parents will be informed of the details either verbally, face to face or on the telephone or in writing. This will also be recorded on the school's Incident Report Form.

This policy has been developed in consultation with all staff, the Governing body and the Behaviour Support Team and will be reviewed at least annually.

	Name	Signature	Date
Chair of Governors	R Rees		31.2.21
Head Teacher	L.Davies		4.12.21

Review Date	December 2021
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