

The Pears Family Charitable Foundation School

Referral form and supporting documents should be completed prior to the Engagement and Planning meeting.

The following paperwork should be completed immediately following the Engagement and Planning meeting prior to the student starting at the school.

Checklist following 1st meeting with family and/or network

Date of meeting:

What documents need completing?

Outcome?

Responsibility?

Section	Completed (tick)	Date
Parent and Carer Induction Policy		
Consent form for trips & other off-site activities		
Consent form for processing personal data		
Consent form for medicines to be administered?		
DBS		
Children's Barred List (List 99)		

The Pears Family Charitable Foundation School

PARENT AND CARER INDUCTION POLICY

At the heart of all policies at The Pears Family School are the following principles:

- Every young person in our school, whatever his or her personal circumstances can learn and achieve.
- Every young person in our school, whatever his or her self-perception and previous experiences, has academic and creative potential to become a valuable member of society.
- The key to learning at The Pears Family School lies within the quality of the relationships between pupils, family members, staff and the intermediate agencies with whom we work.
- The success of our school is based on high expectations, mutual trust, caring for each other and taking responsibility.
- Every young person in our school is capable of becoming an agent for change in his or her local community.

Our vision is to provide our pupils with the confidence, academic progress, and ambition to take the next steps towards a successful and productive life and to be able to contribute positively within their local community and wider society.

Date Approved by Governors	November 2021
Review Date	November 2023
Coordinator	Laura Lower
Head Teacher	Matthew Hillman

The Pears Family Charitable Foundation School

This school Parent and Carer Induction Policy applies to all parents and carers, attending The Pears Family School. The induction policy is an overarching document which demonstrates how everyone working together at The Pears Family School, shares an objective to help keep children and each other safe from harm and abuse. The document will also highlight key information that parents' and carers should be aware of while attending The Pears Family School.

At The Pears Family School we aim:

- To ensure that children and adults within our school feel safe at all times
- To ensure that all stakeholders (adults and children) are safe and feel that they are able to put the welfare of each other first without concern that there will be any negative consequences attached to their actions.
- To ensure that all adults who have contact with children in school have been DBS checked and cleared as suitable to be attending The Pears Family School.
- To ensure that all adults who have contact with children at The Pears Family School have attended an introduction meeting with 'The Head of Care' and go through their safeguarding responsibilities effectively.

THE PEARS FAMILY SCHOOL COMMITMENT

The Pears Family School is committed to safeguarding and promoting the welfare of all its pupils and adults who attend. We recognise that some children may be vulnerable to abuse and that children who are abused and neglected may find it difficult to develop a sense of worth and to view the world in a positive way. Whilst at school their behaviour may be challenging and we recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all our pupils and recognise that each pupil's and adult welfare is of paramount importance.

PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

The Pears Family School will ensure that all appropriate measures are applied in relation to everyone who attends The Pears Family School and who is likely to be perceived by the children as a safe and trustworthy adult.

An initial 1:1 meeting with The Head of Care, Deputy Head or Headteacher will be held with any new parent or carer before starting at The Pears Family School. The purpose of this is for the following:

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- To go through the Parent and Carer Induction Policy
- To emphasise the importance of safeguarding
- To explain the need for The Pears Family School to undertake a risk assessment of each parent and / or carer in order to facilitate our unique model.
- To offer an enhanced DBS check for all parents and carers who attend The Pears Family School.
- To go through the commitment required for any parent or carer wishing to take up a placement at The Pears Family School.

SAFER WORKING PRACTICE FOR PARENTS AND CARERS

At The Pears Family School safe working practice ensures that children are safe and that all adults and carers attending The Pears Family School:

- Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Work in an open and transparent way.
- Take advice from The Pears Family School teaching and teaching staff over any incident which may give rise to concern.
- Never allow yourself to be left alone with a child at The Pears Family School.

CHILD PROTECTION POLICY

The Designated Safeguarding Lead is Laura Lower . The Deputy Designated Safeguarding Lead is Matthew Hillman with James Bennett also having a responsibility in this area. The Designated Governor for Child Protection is Peggy Ray. Names of the Designated Safeguarding Lead(s) and Designated Governor for Child Protection are displayed in Reception and on posters around the school There is a detailed Child Protection Policy operating within the school, which is available from the school office. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. All allegations of abuse by or complaints about a teacher, other member of staff or volunteer, will be managed in accordance with the Islington Local Authority. The Chair of Governors should be contacted directly where there are allegations/complaints against the Headteacher.

The Local Authority Designated Officer for Child Protection oversees all allegations made against those who work with children and can be contacted at for advice at Islington Local Authority.

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SAFEGUARDING CHILDREN AND ADULTS

The Pears Family School is committed to safeguarding and promoting the welfare of all its pupils and adults who attend. All parents and carers who attend The Pears Family School will be required to undertake a parent/carer risk assessment and a criminal convictions declaration. Parents/carers will be expected to provide the school with a valid form of identification and we may also take up references. An Enhanced DBS application including the Child's Barred List will be applied for through the school unless a recent existing DBS certificate at this level can be produced, along with valid forms of identification. Access to designated areas of the school will only be granted to those parents/carers for whom we have had sight of an original to DBS certificate with the Child's Barred List.

Parents/Carers will be issued with a fob for their own use only. The fob will allow them access to areas of the building relevant to them. It is the responsibility of the owner of the fob not to share or lend this to others and not to enter (or take their child into) the lift or other areas of the building for which they have not been granted access.

Parents will be considered to be engaged in regulated activity. Where an Enhanced DBS application has been made, all documentation will be stored within a secure file separate to the pupil's education file.

The DSL Designated Safeguarding Lead and the Headteacher will consider the risks associated with any convictions as shown on the DBS, and place restrictions accordingly. The priority of The Pears Family School will be to keep all children and adults safe and all decisions made by the Headteacher will be to support this aim.

SUPPORT FOR PARENTS AND CARERS

At The Pears Family School we are aware that some behaviours seen either from pupils or adults can be upsetting. We understand that we all manage our emotions in different ways and therefore are not always aware of how people may interpret these situations. Therefore, should you need to discuss something that you have either heard, seen or witnessed then please speak to a member of the Clinical Team. The Pears Family School clinical team will at times keep a written record of conversations in order to support the work that we do together.

Clinical Team: Brenda McHugh, Neil Dawson and Laura Lower

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HEALTH AND SAFETY POLICY

The Pears Family School has a Health and Safety policy, which is monitored each year by the relevant committee of the School Governing Body.

The Headteacher, with the staff member with responsibility for Health and Safety, the site supervisor the Health & Safety Co-ordinator and the Governor responsible for Health and Safety oversee the policy and logbook. Any concern from an adult or carer should be reported to Reception who will carry out an initial examination, assessing what remedial action needs to take place. An initial examination will be carried out and an assessment of what remedial action needs to take place.

The building's fire alarm is tested on a weekly basis This will take place every Tuesday at 10:00am when the fire alarm will sound. No evacuations from the building is required. The school conducts an annual fire risk assessment. Fire Risk assessments are conducted by the school's landlord. Fire drills will be conducted on a regular basis, usually once a term.

FIRST AID

When a child is unwell or has suffered an accident in school or on the school grounds, the following steps are followed:

- 1) A trained first aider is immediately called to provide assistance and advice.
- 2) The incident / accident is logged in the incident / accident register.
- 3) The parent is notified of the incident / accident as soon as necessary.

Please do not attempt to administer any first aid intervention without first seeking permission from a member of staff at The Pears Family School. First aid kits are situated around the school.

Iain Isaacson, Rebecca Ellis and Neena Arab are Designated First Aiders and oversee first aid at The Pears Family School. The named members of staff are displayed in Reception.

SITE SECURITY AND SAFETY

The Pears Family School aims to provide a secure school site but recognises that the site is only as secure as the people who use it. Therefore, all people on the site have to adhere to the rules which govern it. It is recognised that laxity can cause potential problems with safeguarding. Therefore, we expect that all parents and carers to adhere to the following:

- Doors are kept closed to prevent intrusion.

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- Do not open a door for a pupil unless accompanied by a member of staff.
- Do not wedge a door open.
- All parents and carers report to the front office and must sign in each morning.
- If a parent or carer is going off-site, they are required to sign out .
- Should a child leave the school premises without permission then all parents and carers have been informed never to chase after a child, but report immediately to the office or a member of The Pears Family School staff.
- If a parent takes their own child off site during the school day they must sign them out and sign to say that they are taking over responsibility for their child's welfare until the child has been signed back into the school.

EQUAL OPPORTUNITIES

The Governors and staff at The Pears Family School value all people equally and celebrate diversity and difference. The principles of equality of opportunity and access inform and guide all work carried out on behalf of our school.

We recognise and fully respond to our responsibility to work towards combating all forms of discrimination on the grounds of gender, ethnicity, religion, disability or social background. We respect, welcome and value everyone.

Relevant policies detailing our practices are available on the school website or at reception.

E – SAFETY / INTERNET AND TECHNOLOGY TIMETABLE

Parents and carers are encouraged to use the internet as much as is possible but at all times in a safe way and outside from all classes. If parents and carers know of misuse, either by another parent, carer or a child, the issue must be reported to the Headteacher without delay. The Headteacher has overall responsibility for internet safety and will have access to all email addresses and passwords provided. The school follows guidelines for Internet use/E-safety laid down by the London Grid for Learning.

The school will ensure that:

- Software is in place to minimise access and to highlight any person accessing inappropriate sites or information.
- Every effort is made to encourage pupils not to give out their personal details, phone numbers, school, home addresses, computer passwords etc.
- Training is provided to pupils, staff and volunteers on e-safety matters where necessary.

At The Pears Family School we understand that texts, calls, e-mails need to be made. We would like parents and carers to be able to do this within the Parent Learning Floor and not in

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other parts of the school. As a parent or carer in the classroom please remember to place your phone on silent so not to disturb the learning of the children and place out of site.

In keeping children safe, The Pears Family School has the right to challenge any parent, carer or child should we become concerned about the content of material being accessed on a mobile device. If needed, The Pears Family School will pass the information on to the relevant agency.

USE OF TECHNOLOGY AROUND THE PEARS FAMILY SCHOOL

At Pears Family School, we understand the importance of connecting with a wider audience via social media. However, The Pears Family School's main objective is to create a safe and nurturing learning environment.

At Pears Family School we have a twitter feed and blog to highlight this with the appropriate regulation. We expect parents and carers to follow these guidelines;

- Taking photos or videos is not permitted on any personal mobile device.
- Parents or carers are not allowed to give their personal details to any pupils attending The Pears Family School. Should a request be made by a pupil attending The Pears Family School then this should be immediately reported to the Headteacher.
- The uploading of any information about The Pears Family School (including events, pupils, parents, carers or staff) to any social media forum (including WhatsApp, Twitter, Facebook, Instagram, Snapchat or any other forum) is not permitted. Should a request be made then this must be immediately reported to the Headteacher.
- Should you receive a request on any social media forum (including WhatsApp, Twitter, Facebook, Instagram, Snapchat or any other forum) to accept any information from a pupil attending The Pears Family School then immediately contact the Headteacher at The Pears Family School.

PARENT AND CARER LEARNING PROGRAMME

The Pears Family School is a centre of high-quality provision for children and their families. Combining the highest quality teaching methodologies with elements from the most up-to-date CAMHS practice, The Pears Family School will both ease behavioural and mental health-related blocks to learning and provide learning opportunities that will keep pace, day-by-day, with the pupil's re nascent ability to learn and achieve.

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The Parent and Carer Learning Programme will offer the knowledge, skills and mental health innovation that enables to support pupil wellbeing and educational competency. At The Pears Family School our vision is to provide parents and carers with the confidence and ambition to take their children to the next steps towards a successful and productive life and to be able to contribute positively within their local community and wider society.

Each topic will have different levels of information linked to key stage development and will take place every Wednesday on a weekly basis.

PARENT AND CARER LEARNING PROGRAMME TIMETABLE

The PLP will happen every Wednesday and the timetable is as follows;

09:30 – 10:00am: Parent breakfast in the PLP room or on hubs with children.
10:00 –12:00pm: Parent and Carer Learning Programme
12:00 – 1pm: Lunch
13:30 – 14:30pm: Multi-Family Group

Attending the Parent and Carer Learning Programme you will receive a handbook and certificate of attendance. Parents and carers will be encouraged and supported to submit any written work for the Open College network (OCN) accreditation.

PROMOTING BRITISH VALUES

At The Pears Family School we are committed to an environment where students, parents, carers and members of staff can learn and thrive through promoting British Values. We aim to do this through the following;

- Providing a broad, balanced, relevant and challenging curriculum within a supportive environment and in the wider community
- Delivering a curriculum which will be enjoyable and challenging at every level
- Creating a school and service ethos firmly based on mutual trust, respect, empathy understanding and celebration of difference
- Encouraging caring and thoughtful attitudes
- Providing an environment where students, parents and care givers learn and thrive in an environment of high expectations and positive attitudes
- Nurturing confidence, promoting independence and empowering our students to make their own decisions and choices.

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SMOKING

Smoking is not permitted anywhere on the grounds of The Pears Family School. Should you wish to do so please exit The Pears Family School and move an appropriate distance away from the school entrance.

ALCOHOL

It is not permitted to consume or bring alcohol on to the premises of The Pears Family School. If you are aware that alcohol is brought to The Pears Family School you must report it to the Headteacher. Likewise, if you believe that someone is under the influence of alcohol then please report this to the Headteacher.

WHISTLE BLOWING

If a parent or carer has any concerns about other parents, staff members of The Pears Family School, they have a duty of care to inform the Headteacher accordingly. If the concern is about the Headteacher they have a duty to report to the Chair Of Governors John Cape This can be done in writing or verbally and such issues will be managed with sensitivity and the necessary degree of confidence.

CONFIRMATION

I have read the Parent and Carer Induction policy and have had the opportunity to raise any questions that have come up. I understand the need to abide by these policies and am aware of my role as a parent or carer attending The Pears Family School.

Parent/Carer signature

Date

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THE PEARS FAMILY SCHOOL LONDON CHILD & FAMILY ENROLMENT DETAILS FORM

Child's first name:	Child's surname:
Child's middle names:	Child's chosen name (if known by a name other than their first name)
Date of birth:	Gender (male/female):
Evidence of date of birth seen (for Reception age children): Birth Certificate <input type="checkbox"/> Passport <input type="checkbox"/> Other <input type="checkbox"/>	
Evidence of address seen: Council Tax <input type="checkbox"/> Utilities bill <input type="checkbox"/> Other <input type="checkbox"/>	
Home Address	Is this address permanent or temporary?
Postcode	
Telephone Number	Mobile Number
Work Email	Home Email

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Family Contact Details	(We must have two emergency contacts per pupil) :	
	In an emergency, if an emergency occurs at school, whom should we contact during the day?	
Parent/guardian (full name):		Parent/guardian (full name):
.....	
	
Daytime telephone number		
.....		
	Daytime telephone number	
.....		
Place of work if relevant		
.....		
	Place of work if relevant	
.....		
Address (if different from child's address)		
.....		
.....		
	Address (if different from child's address):	
.....		
.....		
Family arrangements (any special circumstances e.g. separated family, resides with grandparents)		
.....		
Other Emergency Contact Details:		
Please give the name, relationship and telephone number of two people who may be reached in the event of an emergency to act on your behalf:		
Name:	Name:	
.....	
.....		
Telephone number	Telephone number	
.....	
Relationship:	Relationship:	
.....	
.....		

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What is your ethnic group?

Choose one option that best describes your ethnic group or background

White

- 1. English / Welsh / Scottish / Northern Irish / British
- 2. Irish
- 3. Gypsy or Irish Traveller
- 4. Any other White background, please describe

Mixed / Multiple ethnic groups

- 5. White and Black Caribbean 6. White and Black African
- 7. White and Asian
- 8. Any other Mixed / Multiple ethnic background, please describe

Asian / Asian British

- 9. Indian
- 10. Pakistani
- 11. Bangladeshi

- 12. Chinese
- 13. Any other Asian background, please describe

Black / African / Caribbean / Black British

- 14. African
- 15. Caribbean
- 16. Any other Black / African / Caribbean background, please describe

Other ethnic group

- 17. Arab
- 18. Any other ethnic group, please describe

Family Needs Entitlement

Are you in receipt of:

- Income support Income based job-seekers allowance Working Tax credit
- Child Tax credit Employment support allowance Disability allowance (child)

Any other state benefit entitlement? If so, please give details.....

Any other comments:

Parent/Guardian at the enrolment meeting's name:
.....

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Parent/Guardian signature Date

.....

Please return to the Office at The Pears Family School, London

CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Please sign and date the form below if you are happy for your child:

(Name of child).....

- 1) To take part in school trips and other activities that take place off school premises;
and
- 2) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
- all visits (including residential trips) which take place during the holidays or a weekend
- adventure activities at any time
- off-site sporting fixtures outside the school day
- day to day use of the local parks for lunch and break times

The school will send you information about each trip or activity before it takes place and in most cases further consent forms will be required to be signed. You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school as part of its ongoing curriculum – for example, visits to The Lift Youth

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Hub, Barnard Park, Culpeper Gardens, use of local library – local parks and libraries etc. as these activities are part of the school’s curriculum and usually take place during the normal school day. It is important that all parents/carers are aware that the school does not have its own dedicated outside space and is reliant on taking pupils to local parks for lunch, break and sporting activities on a daily basis.

MEDICAL INFORMATION

Details of any medical condition that my child (name of child).....suffers from and any medication my child should take during off-site visits:

.....

Signed.....

Date.....

Consent form for processing pupils’ personal data

Child’s Name: Date:

At The Pears Family School we use information about your child in a number of different ways, and we’d like your consent for some of the ways we use this personal data. If you are not happy for us to use information in the ways we list below, that’s no problem - we will accommodate your preferences. Similarly, if you change your mind at any time, you can let us know by emailing reception@thefamilyschoollondon.org or calling the school on 0203 693 4911 or just pop in to the office.

If you have any other questions, please get in touch.

Photos and videos

We sometimes take photographs of pupils. We use these photos to help us to give people an idea of what life at our school is like, for example in the newsletter and on the school website. Please tick the relevant box(es) below sign and return to reception.

Use of photo and videos	Yes or No
I am happy for the school to take photos of my child?	

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I am happy for photos of my child to be used on the school website?	
I am happy for photos of my child to be used in the school newsletter?	
I am happy for photos of my child to be used in printed school's materials, for example, the school prospectus?	
I am happy for photos of my child to be used in internal displays?	
I am happy for photos of my child to be used in the media, for example the local newsletter?	
I am happy for photos of my child to be used on social media, for example Twitter?	
I am happy for photos of my child to be used to take videos of my child?	

Use of photo and videos	Yes or No
I am happy for the school to use videos of my child for promotional purposes, such as on the school website?	
I am NOT happy for photos of my child?	
I am NOT happy for videos of my child?	

Medical information

We'd like your consent for some of the ways we share medical information about your child.

We'd like to:

- Share information about your child with health professionals coming into school, for example to do vaccinations and eye tests.
- Take information such as height and weight for public health monitoring initiatives This makes it easier for us all to keep your child healthy.

Use of information for medical purposes	Yes or No
I am happy for the school to share information such as my child's height and weight with the NHS.	

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I am happy for the school to share information such as my child's height and weight with the local authority?	
I am happy for the school to share information such as my child's height and weight with health professionals doing vaccinations?	
I am happy for the school to share information such as my child's height and weight with health professionals doing vision checks?	
I am NOT happy for the school to use and share medical information in these ways?	

Please return this form to the school.

Signature _____

Date _____

Criminal Convictions Declaration Form - CONFIDENTIAL

PERSONAL INFORMATION			
Surname			
Forenames		Title	
Date of Birth		Place of Birth	
Address			
Postcode			

PREVIOUS NAME(S) AND ADDRESSES (WITHIN THE LAST 5 YEARS)

The Pears Family Charitable Foundation School

Name	Address	Date From -To

4-8 Rodney Street, London, N1 9JH

Tel: +44 (020) 3693 4911
admin@thefamilyschoollondon.org

DECLARATION

a) Have you ever been convicted of a criminal offence?

Yes No

b) Do you have a court appearance pending or have you been charged by the Police for a criminal offence?

Yes No

If you answered YES to A or B above, please supply the following details

Date	Court	Details of Offence	Sentence

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I CERTIFY THAT:
I have read the Guidance Notes overleaf and have not withheld information that may affect my application for appointment. I understand that false information or omissions may lead to dismissal. The information supplied above may be verified by The Pears Family School.

Data Protection Act 1998
I consent to the information which I have provided on this form being used by The Pears Family School in the decisionmaking process which may include requesting a criminal records check.

Signature **Date**

Signed by the Headteacher _____ Date: _____
I/We have agreed for the Pears Family School to apply for a DBS on our behalf and have provided the necessary documents and paperwork to do so.

Signed

Date

I/We have agreed for the Pears Family School to check the Children’s Barred List (List 99) and have completed the necessary paperwork to do so.

Signed

Date

Parent/Carer risk assessment to be put in place if required

Medical Information Form

This information will only be shared as appropriate and on a need to know basis.

Student Name:	
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Date of Birth:	
Address:	
Postcode:	
Telephone Number:	
Doctor Name:	
Address of Practice:	
Telephone Number:	

HEALTH QUESTIONNAIRE *(This must be completed and signed)*

Does your child have or has ever experienced any of the following (please tick all that apply)?

<input type="checkbox"/> Diabetes <input type="checkbox"/> Chest Pains <input type="checkbox"/> Family History of Heart Disease <input type="checkbox"/> Muscular/Joint problems <input type="checkbox"/> Asthma or other respiratory problems	<input type="checkbox"/> Any sustained injuries/illnesses <input type="checkbox"/> Epilepsy <input type="checkbox"/> Difficulty with any form of physical exercise <input type="checkbox"/> Currently taking any medication
<input type="checkbox"/> Migraine/Dizziness <input type="checkbox"/> Recent Surgeries	<input type="checkbox"/> Severe allergic reaction (food etc) <input type="checkbox"/> Other

If you ticked any of the above, **please give details of the condition below and supply the appropriate medication if required during school hours or in case of an emergency:**

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<p>Does your child require any medication during the school day? Is it prescribed or 'over the counter'?</p>	<p><i>Yes / No (if yes, please give further details of the medication and the frequency. You will be required to come into school to complete a prescribing medication form)</i></p>
<p>Could your child's condition ever require additional or emergency medical attention in school?</p>	<p><i>Yes / No (if yes, please give further details below)</i></p>
<p>Diet: Are there any foods that your child should not eat?</p>	

Emergency Contact:

<p>Family Contact Details: <i>Should an emergency occur at school, whom should we contact during the day?</i></p>	
Parent/Guardian Full Name	
Mobile Number:	
Home Phone Number:	

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Daytime Phone Number (if different from above):	
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Other Emergency Contact Details: <i>Please give the name, relationship and telephone number of a person who may be reached in the event of an emergency to act on your behalf:</i>	
Full Name:	
Relationship:	
Telephone Number:	

Please note that any medication held by The Pears Family School for students must be prescribed by a doctor, in the original container and clearly marked with the child's name. Parents/carers must ensure medication is in date. Parents/carers will have to sign the medication form and also need to dispose of medication after the prescribing period is complete.

It is the responsibility of the parent/carer to inform the school of any changes to the above information whether temporary or permanent.

By signing below:

I, as the parent/carer of the above student admit to the information given as being true and correct and take full responsibility for any incident arising where information has been withheld.

I, as the parent/carer give permission for The Pears Family School to administer First Aid and contact emergency services as deemed required by the staff member in charge.

Signed (Parent/Guardian) _____

Print Name _____

Relationship to young person _____

Please ensure you discuss with **Iain Isaacson** your allocated First Aider any special arrangements which need to be made for your child during class time.