



## Multi Disciplinary Team Work Policy

This policy should be read in connection with the Child Protection Policy, Parental Partnership Policy and Induction Policy.

### Principles

- Pupils in special schools such as Beacon Hill have access to a wide range of resources many of them provided by professional specialist. The role of Beacon Hill is to ensure that the pupil has the very best access of these professionals
- It is important to ensure that no professional works in isolation and that their role is clearly defined and agreed. It is important that systems are in place to ensure that the multi professional perspective enhances a pupil's work in school at all times not just when that professional is physically in the school
- Mutual respect of professionals for each others work and imperatives are the key to effective working and must permeate through all work in school.

Other multi professionals colleagues involved in school but do not work with pupils regularly. Whilst the input of these colleagues is valuable to particular pupils their input is of a different nature than those listed above and so systems for them are organised according to the individual needs of the pupil concerned. School staff are regularly requested to provide information about specific pupils for these colleagues or to co-operate with their work. If parents agree we are able to do this so long as the requests are reasonable and do not conflict with the primary aim of educating the pupils

These colleagues currently include:

1. Social Workers from Children with Disciplinary Team
2. Members of the Community Learning Disability Team
3. Staff from Short Break Care
4. Staff from the Wheelchair service
5. Colleagues from Connexions
6. Medical Consultants
7. Educational Welfare Officer
8. Colleagues from Parental Partnership
9. Colleagues from LDF
10. Staff from Sensory Support
11. Pre School Home Teaching Service
12. Transitions Officer
13. Person Centred Planning Co-ordinator

The work of the multi disciplinary team meets the agreed aims of Beacon Hill agreed in February 2006.

**To foster and maintain in parents a sense of belonging to the whole school community**

All the multi disciplinary team recognise the importance of the full involvement of parents in their work and strive in a variety of ways to ensure that this is possible. It is important that any professional differences of opinion or emphasis are resolved before parents are involved and vital that the team does not involve parents in any such difficulties. Any mixed messages can alarm and confuse parents.

**To maximise the potential of every member of the school community by raising standards and offering a high quality education**

For all our pupils but especially those with profound and multiple learning difficulties a high quality education is not possible without the input of the multi professional team. The role of school must be to co-ordinate and use such services in the most effective way possible for the individual pupil whilst still retaining an important sense of the unique and invaluable role of the teacher for the pupil.

**To create a happy, secure and healthy environment for all**

All professionals in school have a role in this aim without which the environment would be a poorer, less stimulating place. A particular example is that of the teacher for the visually impaired whose advice on stimulating environments for pupils with visual impairments is essential

**To value individual roles within school and foster teamwork and co-operation**

This aim could have been written specifically for the multi disciplinary team and much of what follows details how to achieve this aim without which the pupils education would be much restricted

**To celebrate and acknowledge achievement throughout school**

Often pupils work with members of the multi disciplinary team shows exceptional progress or effort and this work will be open the usual system of rewards in school Specifically it will be recorded in Records of Achievement

**To acknowledge and celebrates everyone's ability to communicate effectively**

This aim is often taken to refer principally to pupils but it is in this instance equally applicable to adults. Without the ability to communicate effectively with each other

about our goals, to value each others contribution and to negotiate effectively about areas at issue staff of all disciplines will risk limiting the value of everyone's work with the pupils.

## Guidelines

The role of the multi disciplinary team falls into four main but not discrete areas.

- Communication
- Curriculum
- Induction
- Reviews

### **Communication**

Communication between professionals is vital if the pupils are to derive the greatest benefit from the many skills available. Communication is then the most important of the four areas to be discussed. The following measures have been agreed to improve communication at Beacon Hill. These measures will be evaluated regularly at the termly meeting.

- A termly meeting called by the school for all the current multi disciplinary team will be held, chaired by the Head or Deputy in her absence. This will discuss issues of current concern and have an open agenda. Minutes and agreed action will be circulated following the meeting agenda.
- A meeting of relevant team members for each class in the school will be held as near as possible to start of the autumn term. This meeting will last half a day and will have the aim of planning pupils programmes and ensuring continuity for pupils. School will provide supply cover so that the class teacher and nursery nurse can attend
- Meetings of the team will be held termly on specific pupils to ensure communication and the writing of joint programmes.
- All members of the multi disciplinary team will have a pigeonhole in the school and will receive in it all letters sent home to parents and organisational memos to ensure they are aware of the schools activities.
- All members of the multi disciplinary team will sign in on the medical room notice board and will inform school if they are unable to attend at a time when they are expected.
- All members of the multi disciplinary team will receive each term copies of all timetables and topic webs so they can plan their input effectively.
- All members of the multi disciplinary team will be informed of the content of all the inset days in the school and will have standing invitation to attend such days should they feel this to be helpful. If they wish to attend they should inform school so that domestic arrangements can be made.
- All members of the multi disciplinary team are prepared to contribute to the content and planning of specific inset days and sessions should this be appropriate.
- The multi disciplinary team are able to be flexible should a child they have planned to see be absent that day. They appreciate that school staff are unable to take the responsibility for informing them of this.

- Appointments to see individual pupils may have to be changed by either school or professional at short notice but all efforts are made to prevent this.
- It is important all work flexibly and appreciate each others professional expertise and requirements.
- Members of the multi disciplinary team often need to meet together, sometimes without the need for school staff. The school is pleased to offer meeting facilities for this if possible. Usually the parents room will be the most convenient place.
- Where such case conferences do involve school staff, school will take the responsibility for minuting these meetings and circulating the papers if necessary.
- If colleagues call meetings outside school in relation to specific pupils and invite a member of the school staff every effort will be made to attend but only where this does not affect the school's primary education function. A member of school staff or the school nurse will always attend any child protection conference and will regard this as a priority.
- If the school, with the knowledge of the parents, make a referral of a child to another service relevant members of the multi disciplinary team, but always the school doctor and relevant educational psychologist will be informed by copy letter.
- The role of the multi disciplinary team in any child protection concerns is essential and the child protection policy details specific multi disciplinary team procedures for these occasions.
- The mutual support of the multi disciplinary team for each other personally and professionally is often difficult, contentious or emotional issues are invaluable.
- If appropriate members of the multi disciplinary team will attend Parents night and offer parents individual appointments in the same way as school staff.
- E mail
- List of who is aware of
- Timetables

### **Curriculum**

- School staff will use the expertise of the multi disciplinary team to inform particular curriculum areas where appropriate. The role of the school nurse in the health, education curriculum is a specific example of this as is the role of the speech therapist in the English curriculum. Members of the multi disciplinary team will offer this help or will be pleased to help if requested so long as they have the time.
- The role of the Physiotherapists in the PE curriculum is also important. Colleagues in the team will offer any advice and also will be pleased to give it when asked for.

### **Induction**

- Induction is important for school staff and for new members of the multi disciplinary team.
- Members of the multi disciplinary team are able to be involved in the induction of newly appointed permanent members of the school staff and this is now part of their agreed induction policy. Whilst the content of this induction will be

individually agreed it is especially important that the multi disciplinary team are able to assist newly appointed teachers and nursery nurses in relation to their new class group. It is the responsibility of the new appointees to see this induction in consultation with their mentor.

- Basic induction into Beacon Hill has also been put in place for new members of the multi disciplinary team. It is the responsibility of their line managers to induct them in the professionally specific aspects of their work but they will also benefit from the basic information about Beacon Hill and its systems. This will be organised through the Induction co-ordinator.

### **Reviews**

The current system for reviews which is evaluated annually was felt by all to be working well however, the following issues do need to be borne in mind.

- All members of the multi disciplinary team find it impossible to guarantee their attendance at all reviews or that they will be able to send a report. However, if they are made aware by school staff of a particular parental concern they will do their best to attend or will guarantee to send a report. If this is no possible they will ring the parents up to discuss their concerns.
- Members of the multi disciplinary team do not need an individual invitation to reviews in which they are involved but regard the annual list as an invitation. They do need to be informed of a change of date.
- Members of the multi disciplinary team are pleased to be part of the ongoing evaluation of the review process and keen to know the action needed from this.