

## Contents:

1. Statement of intent
2. About our policies
3. Roles and Responsibilities
4. Temperature
5. Water
6. Toilets and Washing Facilities
7. Lighting
8. Acoustics
9. Furnishings and Decoration
10. Security
11. Maintenance
12. Asbestos
13. Grounds

## 1. Statement of intent

Lokrum Fields recognises its duty to ensure that its premises are fit for purpose and comply with regulatory standards.

Lokrum Fields allocates appropriate resources to maintaining premises in a good physical condition, to ensure safe and continuous operations

The suitability of premises for the specific needs of students with autism, anxiety and related conditions and for wider curriculum and management needs is regularly reviewed.

As part of our approach to minimising student anxiety, we are committed to maintaining a residential feel at Lokrum Fields.

## 2. About our policies

- 2.1. Our policies have been developed to comply with all relevant legislation and associated guidance. Policies will be updated periodically as necessary.
- 2.2. Our policies are inter-related and are intended to be read, understood and used collectively.

- 2.3. All staff and governors are expected to be familiar with and abide by our policies.
- 2.4. The Office Manager is responsible for ensuring volunteers and visitors are familiar with any policies which are relevant to their involvement and for taking reasonable steps to ensure compliance.
- 2.5. The Headteacher is responsible for ensuring policies are implemented fairly, effectively, and consistently.
- 2.6. The Headteacher is responsible for identifying any training needs in relation to our policies. The Office Manager is responsible for arranging the required training. All staff are expected to engage in continuous learning and ongoing training appropriate to their roles.
- 2.7. The effectiveness of our policies and their implementation is monitored by the Governing Body. Unless otherwise stated, the Governing Body reviews each policy annually.
- 2.8. The Governing Body for Lokrum Fields is provided by Governing for Ambition, an independent community interest company. The Governing Body uses its expertise to monitor the performance of Lokrum Fields and to advise the Proprietor of any recommended actions. Responsibilities assigned to the Governing Body are limited to these advisory and accountability functions.
- 2.9. Lokrum Fields is owned by Wider Ambition Ltd, a subsidiary of Wider Plan Ltd. References to the Proprietor mean a Director of Lokrum Fields or a senior representative from Wider Plan with delegated authority.
- 2.10. The Lokrum Fields Senior Leadership Team (SLT) includes the Headteacher, Proprietor, and any member of staff to whom responsibility is temporarily delegated by the Headteacher or Proprietor.
- 2.11. All references to parents within our policies should be interpreted to include parent carers.

### **3. Roles and Responsibilities**

- 3.1. The Governing Body is responsible for advising on the following areas and alerting Wider Ambition to any areas of weakness:
  - 3.1.1. The overall implementation of this policy.
  - 3.1.2. The proper maintenance and repair of Lokrum Fields.
  - 3.1.3. The accessibility and suitability of Lokrum Fields for students, staff, and visitors with SEND.
  - 3.1.4. The relevant health and safety and premises management legislation.
- 3.2. The Office Manager is responsible for:
  - 3.2.1. Ensuring that Lokrum Fields' fixtures, fitting, and furnishings are high-quality and value for money.

- 3.2.2. Coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.
- 3.2.3. Organising the purchase of new equipment and resources for Lokrum Fields.
- 3.2.4. In collaboration with the Headteacher, the day-to-day implementation and management of the stipulations outlined in this policy.
- 3.2.5. Identifying and arranging any maintenance and repair work.
- 3.2.6. Conducting an annual Health and Safety Audit.
- 3.2.7. Ensuring asbestos is managed in line with the Health and Safety Policy.
- 3.2.8. Checking Lokrum Fields' compliance with the relevant health and safety and premises management legislation and reporting any issues to the Proprietor and the Governing Body.
- 3.2.9. Ensuring that hygiene is maintained at Lokrum Fields, including that the appropriate drainage is in place.
- 3.2.10. The security of Lokrum Fields as outlined in the Health and Safety Policy.
- 3.2.11. Conducting the relevant premises risk assessments.

### 3.3. The Headteacher is responsible for:

- 3.3.1. Ensuring the safety of Lokrum Fields staff and students.
- 3.3.2. Reporting any issues with the premises to the Office Manager, the Proprietor and the Governing Body as appropriate.
- 3.3.3. Managing the relevant staff members who are responsible for the management of the premises.

## 4. Temperature

- 4.1. The temperature of the teaching areas, communal areas and other rooms at Lokrum Fields will, as far as practicable, be set to be comfortable for the main users of those spaces.
- 4.2. Except where users prefer otherwise, the temperature of each area will be set at or above the following levels during school hours:
  - 4.2.1. Areas where there is a normal level of physical activity associated with teaching, private study, or examinations: 21 °C.
  - 4.2.2. Areas where there is a high level of physical activity, e.g. gym, washrooms, and circulation spaces: 15 °C.
- 4.3. Air conditioning units are installed and maintained in areas which would otherwise be prone to reaching uncomfortably high temperatures. Fans will be provided for use in other areas as necessary.
- 4.4. Smart thermostats and thermostatically controlled air-conditioning units are used to maintain the above criteria at a height of 0.5 metres above floor level when the external air

temperature is  $-1^{\circ}\text{C}$ . Staff and students are able to use these to change the temperature in individual rooms, but should not turn them off 'at the wall'.

## 5. Water

- 5.1. The Office Manager ensures that Lokrum Fields' water supply meets the regulatory requirements by carrying out the necessary checks at appropriate intervals.
- 5.2. Lokrum Fields has a clean supply of water for domestic purposes and all internal cold water taps supply drinking water.
- 5.3. Toilet facilities have an adequate supply of cold water; washbasins, sinks, and showers have an adequate supply of hot and cold water.
- 5.4. The Office Manager will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of wastewater and surface water – external drainage specialists will be called in should problems arise.

## 6. Toilets and Washing Facilities

- 6.1. Toilet and washing facilities are planned to ensure that:
  - 6.1.1. Hand washing facilities are provided within the vicinity of every toilet.
  - 6.1.2. The facilities are properly lit and ventilated.
  - 6.1.3. They are located in areas that provide easy access for students, and allow for supervision by members of staff, without compromising the privacy of students.
- 6.2. Accessible toilets have a toilet, washbasin and where possible, a shower or wash-down fitting.
- 6.3. Disabled toilets have a door which can be secured from the inside and opens directly onto a circulation space that is not a staircase.
- 6.4. Each toilet is situated in a residential-style bathroom; the use of toilet cubicles has been avoided in order to maintain privacy and a residential feel.
- 6.5. Residential-style soap dispensers are provided in the washrooms.
- 6.6. Baskets of facecloth sized towels are provided for drying hands in washrooms to retain the residential feel without creating a hygiene risk.
- 6.7. Toilet paper will be as supplied to the residential market.
- 6.8. The Office Manager will ensure that adequate supplies of the above are available for use in each bathroom.
- 6.9. The Office Manager will ensure that appropriate facilities are maintained for students who are ill, including space for medical or dental examination and a suitable place for the student to lie down where necessary, in a room which has a washbasin.

6.10. Where a student needs to be isolated for infection control purposes, they wait outside or in the porch outside the student entrance, or in any self-contained room which is not in use.

## **7. Lighting**

- 7.1. Lighting is appropriate for a learning environment.
- 7.2. Where possible, natural lighting is used.
- 7.3. Fluorescent lighting and flickering lights are not used.
- 7.4. Variable and individual lights are used as required to enable the reasonable individual preferences of students to be met.
- 7.5. Adequate views are available to the outside, to ensure comfort and avoid eye strain.
- 7.6. Lighting controls are easy to use.
- 7.7. Blinds or other window covers are provided to avoid glare or excessive sunlight.
- 7.8. Double roller blinds are used to provide different levels of natural lighting in line with students' needs.
- 7.9. Vertical blinds and other window fittings which cause distinct light patterns will not be used.
- 7.10. External lighting is provided to ensure safe pedestrian movement after dark.
- 7.11. Emergency lighting is provided for areas which are accessible after dark and to mitigate risks associated with power cuts.
- 7.12. Coloured lighting is used in sensory areas and students using those areas are provided with a means of changing the lighting to suit their needs.
- 7.13. High gloss floors, wall finishes, and furnishings are minimised to avoid glare.

## **8. Acoustics**

- 8.1. Learning spaces are designed in a way to enable people to hear clearly, understand and concentrate.
- 8.2. Disturbance from unwanted noise is minimised wherever possible.
- 8.3. In learning spaces and communal areas, silent versions of fidget toys and other sensory tools will be used where possible. Options for sensory seekers will be available in the sensory and therapy room.
- 8.4. The music room is located away from other learning spaces and benefits from acoustic glass and carefully planned furnishings and wall coverings.

## **9. Furnishings and decoration**

- 9.1. The Office Manager, in consultation with the Headteacher and relevant members of the Governing Body, will ensure that the furniture and fittings are appropriately designed for the age and needs of all students registered at Lokrum Fields.

- 9.2. Consideration will be given to specific requests for furniture and fittings generated as a result of an annual review by the Office Manager or arising on an ad-hoc basis.
- 9.3. There is a requirement at Lokrum Fields for furniture and fittings (including doors, door furniture, window coverings, carpets, hard flooring and lighting) to retain a residential feel, as part of our approach to minimising student anxiety. Items are purchased from retailers which supply the residential market, wherever this is a safe and effective approach.
- 9.4. We will consult with students and Governors prior to making any significant changes to our approach of purchasing residential-style furniture and fittings.
- 9.5. Students at Lokrum Fields may be sensitive to unexpected changes in their surroundings. Therefore, wherever possible, changes will be discussed in advance and students will be appropriately involved in planning and implementing the change.
- 9.6. A variety of seating is provided to meet individual needs and preferences, including soft lounge-style seating, seating with adjustable heights and seating designed to provide proprioceptive input.
- 9.7. Blankets and soft furniture coverings are used to aid relaxation and provide sensory input. Blankets and soft coverings are cleaned regularly.
- 9.8. Internal décor at Lokrum Fields has been carefully selected to reflect a residential, non-clinical feel and reflect our rural surroundings. We will consult with students and Governors prior to making any significant changes to internal décor.
- 9.9. Large television screens are used instead of whiteboards to display learning material in teaching sessions, to retain a residential feel.
- 9.10. Statutory information, for example relating to Health and Safety or Safeguarding, is displayed in a manner which we have assessed as being most accessible to students. Institutional-style displays are avoided where possible and statutory information is displayed within low-sensory frames which supports the residential feel.
- 9.11. Residential-style memo boards and low-sensory frames are provided for curriculum-related wall displays. Displays are carefully planned in consultation with students, to ensure helpful visual aids are available while maintaining a residential feel. We will avoid attaching any curriculum materials directly to walls; however, if further display space is required, additional frames and memo boards will be purchased in consultation with students. Wall displays cannot be used in the hallways and corridor due to fire regulations. Door furniture has been selected to minimise the risk of safeguarding concerns and reduce the likelihood of any student feeling inappropriately confined, while still retaining a residential feel.
- 9.12. Lokrum Fields offers specific sensory and relaxation zones (the sensory room, therapy room, snug, and orangery) to facilitate decompression and anxiety management so that

students are able to learn effectively. We support sensory-avoiders in these areas by avoiding displays and minimising clutter. We support sensory-seekers by providing colour-changing lights, a range of fidget toys, textured materials, and varied seating.

- 9.13. We have sought to balance the need for visual contrast (which can assist people with visual impairment) against the need for a low sensory environment (which can assist people with autism). This balance may vary over time depending on the needs of our student and staff cohort. Unless a specific need for a reasonable adjustment in relation to contrast occurs, we will prioritise maintaining a low sensory environment.
- 9.14. We are committed to ensuring students and staff are safe in the event of fire. Fire signage and visible fire equipment are kept to a level which reflects a residential feel, while remaining fully in accordance with professional advice.

## 10. Security

- 10.1. The Office Manager or, in their absence, the Headteacher, will make adequate security arrangements for the grounds and buildings, including, but not limited to, ensuring:
- 10.1.1. Each building is securely locked and alarmed each night.
  - 10.1.2. Each building has a secure entrance.
  - 10.1.3. Lokrum Fields' perimeters are sufficiently secure.
- 10.2. Agricultural-style post and rail fencing is used to secure the perimeter of the premises, avoiding an institutional appearance to the site.
- 10.3. Lokrum Fields' security arrangements are based on a risk assessment, which is regularly reviewed by the Office Manager and Headteacher, that explicitly considers the:
- 10.3.1. Location of Lokrum Fields.
  - 10.3.2. Physical layout of the site.
  - 10.3.3. Movements needed around the site.
  - 10.3.4. Arrangements for receiving visitors.
  - 10.3.5. Staff/student training in security.

## 11. Maintenance

- 11.1. The Office Manager will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing Lokrum Fields' planned maintenance programme, including the statutory and best practice checks outlined in the Health and Safety Audit.
- 11.2. The Office Manager will ensure that Lokrum Fields buildings provide reasonable resistance to penetration by rain, snow, wind, and moisture from the ground by conducting regular visual checks.

- 11.3. Most maintenance work will take place during holiday periods, but smaller tasks may be completed during term time.
- 11.4. The Office Manager will ensure that, in terms of the design and structure of buildings, no areas of Lokrum Fields compromise health or safety.
- 11.5. The Office Manager will ensure that Lokrum Fields' premises are subject to a regular Health and Safety Audit, covering all aspects of learning.

## **12. Asbestos**

- 12.1. An asbestos survey has been undertaken and has confirmed that there is no high-risk asbestos present at Lokrum Fields.
- 12.2. The asbestos survey will be shared with any relevant maintenance or building contractors.

## **13. Grounds**

- 13.1. Lokrum Fields benefits from rural surroundings and attractive outdoor areas, which contribute to anxiety management strategies.
- 13.2. Students will have easy access to the outdoors in all weathers, except where the adult with responsibility considers that this would place a student or member of staff at risk of harm.
- 13.3. The condition of the grounds, including outdoor play equipment and outdoor furniture will be visually assessed daily by the Office Manager or by another member of staff to whom responsibility has been delegated by the Office Manager or Headteacher. Deficiencies will be addressed as swiftly as reasonably practicable.
- 13.4. Play equipment will be well-maintained and assessed by external advisors as appropriate.
- 13.5. Mowing will take place outside school hours wherever practicable.
- 13.6. Trees and hedging will be well-maintained.
- 13.7. Forest school activities and natural play will be encouraged and appropriately risk assessed.
- 13.8. The Headteacher will ensure that there are appropriate arrangements outside for students to exercise safely.