

LIFT USAGE POLICY

Term of policy: Every 3 years

Approved by: LGB 26.6.24

Date ratified: BoT 17.7.24

Next Review Date: Summer 2027

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Sources: NGA, The Key

Online location: Google Drive folder: Policies

Consulted with JCC? Yes No **X**

Introduction

This policy replaces any previous policy and follows the DfE regulations.

In line with the School's Equal Opportunities and Special Educational Needs policies, we aim to give all students equal opportunities to take part in all aspects of School life, as far as is appropriate, practicable and compatible with giving regard to health and safety and the efficient education of other students.

The policy will follow the five principles of the Children's Plan:

- to support parents and families
- to allow children to reach their full potential
- to enable children to enjoy their childhood whilst preparing for adult life
- to provide services in response to children and family needs
- to use preventative measures to help students avoid the possibility of failure

This policy is based upon the School's commitment to the development and maintenance of good behaviour and a positive and inclusive ethos for all members of the School community.

Aim

Rooks Heath School implements this policy to define when any lift may be used and under what circumstances.

Assessment of Use

The lift will be made available for any person who has a disability which prevents them from using the stairs. The disability may be permanent or temporary, e.g. broken limbs, medical conditions, etc. A full assessment of the need will be conducted by the team around the child. This assessment will ensure that all medical needs are properly addressed, gain agreement with parents and carers, where necessary, and provide any necessary training. Staff will be required to ensure that lift areas are secure in order that users can access safely. Regular reviews will be conducted. Contractors, visitors and staff may use the lift when it is necessary to relocate equipment from one floor to another. Lift keys are available from site management and should be obtained directly from them, so that operational instructions can be issued. Instructions must remain with any key issued.

The lift in B Block is located in an area which should not be accessed without permission by students or visitors. This will be reflected in any assessment.

Procedure for Use

Student Use

A formal review with student and parents and carers would be conducted and would include the following:

- Number of weeks user is likely to require use of lift (if not permanent need)
- Information given on which lifts if any may be accessed without staff help
- Information given on keyholders/location of keys
- Identification of a “buddy” to accompany the student when using the lift (parental approval to be sought on this point)
- Agreement from the student to use the lift sensibly and safely. Instructions to be given on procedures in the event of a lift breakdown
- Instruction on emergency procedures: in the event of an emergency, the lifts would be out of action; therefore, a safe area would be identified where students would remain until appropriate staff could arrange for the student’s safe removal from the building. A member of staff will stay with the student, where possible

Adult Use

For adults, the only assessment which would be required would be carried out by site management, giving guidelines for operational use.

Commitment

As a School we are committed to making continuous improvement in all aspects of School life. This statement of policy is dynamic and it is subject to monitoring, evaluation and modification.

Responsibilities

The School will ensure that lifts are properly maintained and that where installed, any telephone inside is available for emergency use. No one should use the lifts out of hours. A formal agreement would be entered into by the student, parent and carer and the School to ensure that all parties are aware of their responsibilities. Any misuse of the lifts by the student will lead to the removal of this facility.

Ultimate responsibility for this policy's introduction and implementation lies with the Head Teacher in consultation with the Governing Body. It is important to recognise that all staff, students and parents and carers have an active part to play in the evolution, development and maintenance of this policy.