



Navigate Handbook

Session 2018/2019



Introduction

Welcome to Navigate

The purpose of this handbook is to tell you about our service and introduce you to:-

- The building
- The staff
- How we work with young people
- Some of our processes and
- Our Vision, Values and Aims.

Navigate is a part-time education provision for secondary school aged children throughout the Perth and Kinross area experiencing difficulties in mainstream education due to social, emotional and behavioural needs.

We are a multi-disciplinary service with a team of Senior Social Care Officer (SSCO), teachers, admin Staff, pupil support assistants (PSA) and a senior practitioner social worker.

The Navigate team was established in 2013, based at George Inn Lane, in Perth city centre.



Learning Space 3

Learning Space 2

Social Space

Referrals to Navigate are submitted by education and/or social work staff and processed via the Senior Integration Team who meet on a fortnightly basis. Parents/carers and the young person should be consulted with and permission given, prior to the referral.

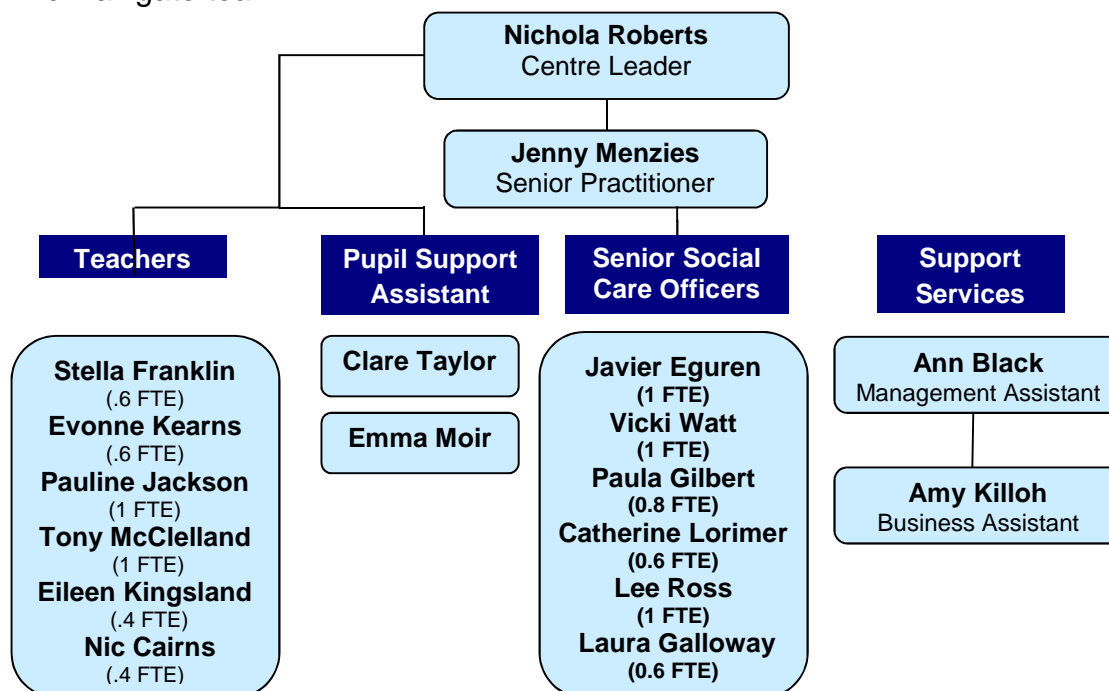
On receipt of a referral the Centre Leader and Senior Practitioner will meet with the referring teacher and/or social worker in order to fully discuss the young person's needs prior to allocation to a Navigate staff member.

Previous traumatic events or experiences can have a significant impact on a young person's ability to engage in education. With this in mind, our team provides wider, holistic supports to the young person and their family during the placement.

Initially, a young person will be allocated an SSCO who will get to know them and their family, and introduce them to the Navigate building, staff and other young people. Playing a key role in identifying any holistic or therapeutic supports, which may aid their pathway through Navigate.

Our young people are also allocated a key teacher who works closely with them, their SSCO, school staff and at times their family, to ensure that their education needs are fully met.

The Navigate team:-



We liaise closely with parents/carers, school and social work staff to share relevant information about the young person. Communication works best when it is a two-way process and we encourage individuals to share any information that may impact on their child.

Navigate staff work in partnership with young people, their families, schools and other agencies in order to fully support our young people to address any difficulties they may be experiencing; in order to achieve their full potential and realise their goals.

If there is anything you would like to discuss about Navigate or wish to arrange a visit, please ring the main office. Our contact details are below and we look forward to welcoming you.

Contact Details

Address
George Inn Lane
Perth
PH1 5LG

Telephone Number
01738 477970

Email
ECSNavigate@pkc.gov.uk

Centre Leader

Nichola Roberts

Email- NRoberts@pkc.gov.uk
Telephone
01738 477971

Senior Practitioner

Jenny Menzies

Email- JMenzies@pkc.gov.uk
Telephone
01738 477972

Head of Education for Secondary and Inclusion

Rodger Hill
Council Building,
2 High Street,
Perth, PH1 5PH

Procedure in the Case of Young Pupil Absence or Sickness

At Navigate, we have a policy of full attendance for young people in order to maximise their learning opportunities. We expect our young people to attend when they are timetabled to do so.

If a young person is absent, their parent/carer should inform us of the absence at the earliest opportunity and give reasons for it. If a young person is absent from class and no contact has been made, a member of Navigate staff will contact the parent/carer by telephone or text message to inform them that their child is absent.

Complaints Procedure

Navigate operates within Perth & Kinross Council complaints handling procedure (2013) <http://www.pkc.gov.uk/CHttpHandler.ashx?id=19043&p=0>. Working in partnership with parents/carers is a key part of our service and we have an 'open door' policy regarding communication. If you have any concerns in relation to Navigate, please tell us so we can work together to resolve it.

In the first instance, discuss the concern with your child's SSCO or alternatively, you can contact the Centre Leader or Senior Practitioner.

Communication with Parents/Carers

We have ongoing and regular communication with parents/carers via home visits, telephone, texts and e-mails.

In addition to this, we issue a Navigate Newsletter bi-annually to update on our news, activities and opportunities. We also hold two open afternoons where families can meet the staff, view samples of their child's work and participate in some Navigate activities e.g. arts and crafts.

Our teaching staff monitor and track pupil progress across the curriculum. All Navigate young people have an Individual Education Plan and Behaviour Protocol if required; these will be completed following discussion with the young person and their parent/carer.

Staff will arrange a minimum of two Navigate review meetings per academic year for each young person. The reviews are attended by the young person, parent/carer, SSCO and key teacher and will be chaired by the Senior Practitioner. They are an opportunity to review progress; give positive feedback; discuss any concerns and plan the next steps.

Navigate staff will also attend and provide reports for Additional Support Needs (ASN) Reviews; Looked After Child Reviews; Children/Young People Planning meetings, Children's Hearings and any other forum they are invited to regarding our young people. Written reports will be shared with the young person and their parent/carer prior to submission.

Towards the end of each academic year, we formally seek the views of our young people and their families about Navigate. This information is used to make improvements to our service.

We also have an established parent's group at Navigate, where we can offer guidance, support and sign-posting for our families. Guest speakers are also invited to deliver targeted approaches which have been highlighted as an area of need from the group.

Staff List (Alphabetical Order)



Ann Black
Management
Assistant



Nic Cairns
Teacher



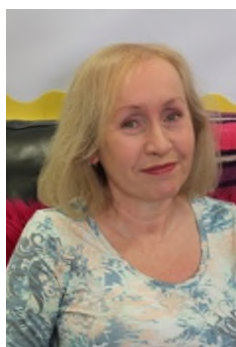
Javier Eguren
SSCO



Stella Franklin
Teacher



Laura Galloway
SSCO



Paula Gilbert
SSCO



Pauline Jackson
Teacher



Evonne Kearns
Teacher



Amy Killoh
Business Assistant



Eileen Kingsland
Teacher



Catherine Lorimer
SSCO



Tony McClelland
Teacher



Jenny Menzies
Senior Practitioner



Emma Moir
PSA



Nichola Roberts
Centre Leader



Lee Ross
SSCO



Clare Taylor
PSA



Vicki Watt
SSCO

Vision, Values & Aims

Vision

Navigate provides a nurturing and positive environment enabling young people to feel safe and achieve their potential.

Values

Inclusive, Supportive, Building Ambition for all.

Aims

- To provide a positive, nurturing environment that promotes respect and inclusion.
- To develop trusting relationships with young people and their families.
- To recognise and respect a young person's identified needs, supporting and guiding a positive pathway.
- To work in partnership with PKC schools and other agencies for the benefit of young people and their families.
- To provide opportunities to develop skills for life, learning and employment so that young people can experience increased confidence, success and contribute to society in a responsible and effective way.
- To provide respectful/responsive practice in supporting children, young people and their families who have adverse childhood experiences or been affected by a traumatic event in their life, which exceeds their ability to cope on their own.

Better Relationships

Navigate has a 'Better Relationships' policy. This policy helps us to promote an environment where everyone is safe, healthy, active, nurtured, achieving, responsible, respected and included.

Our primary aim is for every young people to feel valued and respected.

Staff treat all young people fairly and apply our positive behaviour policy in a consistent manner. We focus on promoting and rewarding positive behaviour as this helps us to develop culture of respect, kindness and co-operation.

We have a Navigate Charter which is signed by young people and their key workers and sets out the rights and responsibilities for both young people and Navigate staff. All Navigate staff will consistently promote positive behaviour and we will:-

- Have high expectations for our young people.
- Be consistent, reliable and understanding.
- Be positive role models.
- Support challenges with a view to promoting social inclusion.
- Create an open and inclusive environment with a shared ownership of decision making.

- Support and communicate effectively with each other.
- Be reflective and regularly review our practice and decision making.

Navigate staff fully endorses the view of the inextricable link between positive relationships, behaviour and the provision of high quality learning and teaching experiences. We believe it is essential to value each child and young person as an individual with their own strengths and development needs at the centre.

Child Protection

Navigate operates within Education Children's Service's **Child Protection Guidance and Procedures (2014)**

<http://eric/councilservices/ecs/KeyServiceDocuments/childprotection/default.aspx>

Staff have a duty of care for all Navigate students and are duty bound to share any concerns about a young person with the child's named person, social worker and/or the Child Protection duty team.

If appropriate, any concerns will be shared with the parent/carer prior to passing them on to the relevant person/team.

The Child Protection Officer at Navigate is Jenny Menzies. Please call Jenny if you wish to discuss any of the above.

Parental Involvement

Students are more likely to succeed at Navigate and achieve their goals when staff and parents work together for their benefit. To this end, effective two-way communication and the development of honest and positive relationships between SSCOs, young people and their family are priorities for our team.

Transitions

Supporting positive transitions is a key task for Navigate.

Admissions to the service can take place at any time during the course of the academic year. It is vital that young people feel fully supported throughout their induction period into Navigate and SSCOs work with parents/carers and other professionals to ensure that this occurs.

Navigate is a part time specialist support provision with the aim of young people returning to school or moving on to a positive post 16 destination.

Staff will liaise closely with school staff, college staff, Skills Development Scotland and training providers in order to fully support post 16 destinations. Each transition plan is individualised; based around the needs of the young person and will include support to develop wider skills, for example independent travel.

When young people leave Navigate, they will be supported to engage with an appropriate post 16 provider. They will continue to have involvement with their SSCO for up to three months after their leaving date. This allows us to offer ongoing practical and emotional support to build links with the new services and workers who will be key to the young person's success throughout the next stage.

The Curriculum

The purpose of Curriculum for Excellence is to enable young people to develop the four capacities as successful learners, confident individuals, responsible citizens and effective contributors.



Our curriculum at Navigate ensures opportunities for all young people to develop the skills required for learning, life and work. We offer individualised bespoke timetables reflecting the needs and interests of our young people with the aim that they will make a successful transition to a positive post 16 destination.

Literacy

Literacy underpins all aspects of learning so at Navigate we aim to develop confidence and skills through enjoyable and challenging literacy activities. We place a strong emphasis on the importance of reading and developing literacy skills.

Numeracy

Numeracy is a skill for life, learning and work. Being numerate helps us to function in everyday life and contribute to society. Staff are responsible for promoting the development of numeracy and Navigate staff work with young people across the curriculum to ensure their numeracy skills are developed at their level.

Health and Wellbeing

The health and wellbeing of our young people is central to all of the work we do at Navigate. All staff support the young people to develop the knowledge, skills, capabilities and attributes they need for mental, emotional, social and physical wellbeing now and in the future.



Wider Achievement

Navigate offers young people opportunities to access several wider achievement awards such as Duke of Edinburgh Bronze Award, Saltire Volunteering Award, John Muir Award and SQA Personal Development Award. These awards are key in the development of each young person's confidence and recognise a wide variety of strengths and abilities.



As of 2018, a one week residential opportunity on the Tall Ships is part of promoting skills for learning, life and work, whilst encompassing developing the young work force ethos.

Enterprise Café

Once a week the young people at Navigate work as a team, helping to plan, organise and run an enterprise café, preparing, cooking and serving lunch to paying customers. This provides young people with a valuable ongoing work experience, as well as an opportunity to develop social, communication skills and food preparation techniques. Young people also calculate bills, take payments and give change, count and share tips, plan and write menus and posters to advertise and promote the café. They learn about the legal requirements of running a food business in terms of safe hygiene practices, food allergy information and chilled storage controls. Young people achieve a Saltire Award for volunteering, as well as Personal Development Award.



S1 to S3

At Navigate, young people in S1, S2 and S3 experience a broad general education. They have access to a range of learning experiences across several subject areas and to develop skills and make connections in their learning.

S4

In S4, young people work towards national qualifications at the appropriate level. Navigate staff aim to work closely with mainstream schools and other agencies supporting S4s to achieve the best possible outcomes.

Support for Pupils

Supporting young people to engage successfully in formal and informal learning opportunities at Navigate is central to our role.

We have the equivalent of 4 full time teachers who focus on individual learning experiences and classroom management strategies to foster academic and social learning. Our teachers support young people's behaviour in a safe, fair, sensitive and consistent way.

Our SSCOs build honest and trusting relationships with young people and their families supporting them with their wider development needs. SSCOs offer 1:1 support to young people and can also deliver group work programmes.

Navigate has two PSA who works in partnership with teaching staff to provide learning and behaviour support to our young people, either in an individual or group setting.

If a young person is experiencing significant difficulties at Navigate, staff may carry out a risk assessment and implement a behaviour management plan in order to ensure that all young people are supported and safe. The young person and their parent/carer will be fully involved in this process.

School Improvement

Navigate produces an annual Standard and Quality Report which outlines the progress that has been made in the Development Plan for the current session in the Navigate Improvement Plan. The Standard and Quality Report also outlines the development priorities for the next session. All parents/carers are sent a copy of the report. A copy of the full Navigate Improvement Plan can also be sent on request.

Practical Information

Navigate young people attend on a part time basis and will be issued with a personalised timetable.

The teaching day starts with a soft start and is split into 3 double periods. The structure is as follows:-

09:00 - 09:15	Soft Start
09:15 - 10:55	Periods 1 & 2
10:55 - 11:10	Break
11:10 - 12:50	Periods 3 & 4
12:50 - 13:30	Lunch
13:30 - 15:10	Periods 5 & 6

All breaks and lunches are supervised by staff.

Partners & Stakeholders

Perth & Kinross Social Work
Perth College
RASAC
Alyth Youth Partnership
NHS
Sacro
@Scott Street
Perth Autism
Emergency Services
Educational Psychology
REACH
Tayside Contracts
Cultural & Community Services
FareShare

Perth & Kinross Education
SDS
Gowrie Care
PKAVS
Parent to Parent
YMCA
CAMHS
Children's Reporter
Family Change
Transport
Connections
DYW
Live Active