Treloar's

Policy/Procedure Name:	Student Care and Welfare MDT Protocol – School & College
Policy/Procedure Number:	SMT028
Date of Approval:	17th September 2012
Effective Date:	September 2012
Revised Date:	December 2023
Review by Date:	December 2025
Policy/Procedure Author:	Head of Quality and Head of Residential Services
Policy/Procedure Owner:	Principal
Management Committee Approved By:	TLT
Governor Committee (where appropriate) Approved By:	Not Applicable
For Action By:	All Staff
For Information to:	All Students All Parents
Approval requested to upload on the Treloar's Website:	Yes ☑ (tick if requested)
Date of Policy Equality Impact Assessment:	15th December 2023
Impact Assessment was carried out by:	Lorna Woodcroft

Policy/Procedure Name: Student Care and Welfare Multi Disciplinary Team Protocol – School & College
Policy/Procedure No: SMT028
Effective Date: Sept 2012   Review by Date: December 2025

Page 1 of 9

Aim
- To clarify who is in the core and extended MDT
- To describe how the MDT operates, including the recording and storing of information as a result of any MDT meetings
- Outlines internal and external communication from the MDT
- Explains what to do if the MDT changes
- Outlines the key assessments which must be completed within 24 hours of a student starting at Treloar's. These assessments must be uploaded onto Caresys for the appropriate staff to access. In September we will organise staggered start dates for students to ensure, these assessments are completed

Who is in the MDT?
It is the responsibility of the MDT to make decisions, raise issues or concerns and ensure that they are communicated within the MDT.

- The **core** MDT members will be:

  - Progress and Transition Co-ordinator – MDT Lead

  - Personal Tutor (College)/ Form Tutor (School) – Deputy MDT Lead

  - Residential Team Leader or Key Worker

  - Physiotherapist

  - Speech and Language Therapist

  - Occupational Therapist

- Each core member of the MDT will coordinate input from relevant support workers, technicians and assistants.

- Members of the **extended** MDT will provide input and support as required. This could include:
  - Residential Manager
  - Named Nurse
  - Functional Skills and Specialist Tutors (usually links with Personal Tutor)
  - Assistive Technology
  - Dietitian
  - Counselling and Music Therapist (if appropriate)
  - GP (if registered at Treloar's)
  - Any other staff as identified

At Treloar's the Progress and Transition Co-ordinator has oversight (is the lead) of the Multidisciplinary team (MDT) who work as a team with the student and keep their individual wishes and their best interests' central to all decisions. The role of the MDT is to ensure that an individual student's educational, care, health and therapy needs are fully assessed, understood and met.

Please refer to the ICT002 Data Protection Policy and ICT009 Safe Use of Email Policy or seek guidance from the Head of Technology or Director of Finance and Resources – (nominated Data Officers for Treloar's) regarding what information can be shared about students and with whom.

Role of the MDT Lead

- Ensure ILPs/IEPs are up to date and achievement is recorded in accordance with the ILP/IEP procedures including recording distance travelled scores

- Provide pastoral care

- Organising and chairing MDT meetings

- Liaising with all MDT members

- Act as the first point of contact for staff, parents and others in relation to the well-being of a student

- Updating staff on any changes in relation to a student

Working as an MDT and raising concerns

- It is the role of individual members of the MDT to raise any concerns, which fall into their area of specialism with the MDT group via the MDT.

- It is the responsibility of all core MDT members to inform any relevant members of the extended MDT as required

- If an MDT meeting is required, any MDT member can request that one is organised by the MDT lead.

- The MDT Lead is responsible for organising and chairing (where appropriate) all MDT meetings and inviting relevant members of the extended MDT to attend the meeting.

There may be circumstances when only certain members of the MDT need to meet to discuss and resolve a concern or issue, and this may not involve the attendance of the MDT lead. However, the outcomes of the meeting need to be fully documented and communicated to the core MDT, and where appropriate, members of the extended team.

Follow up and monitor

- It is the role of the MDT Lead to ensure that all actions from MDT meetings are monitored and followed through. They must also ensure that all actions are fully documented.

MDT minutes must be stored on the student's Databridge records.

Internal Communication

Meetings

These will be organised by the MDT lead on a weekly basis and on the request of any of the MDT. **All MDT meetings should be minuted including any actions and follow-ups required.** Minutes should be circulated to all MDT members and relevant senior managers. Copies of the minutes and actions will be stored on the student's central Databridge record. The MDT lead will send out a request to the extended MDT members as required (depending on the individual situation).

There are two types of MDT meetings:

- Routine MDT meetings where the primary focus is to discuss student progress and achievement – these take place weekly

- Other MDT meetings to discuss any issues or concerns about a student's care and welfare. These are arranged as required.

Both types of MDT meetings minutes need to be recorded on the individual student's record on Databridge.

Emails

Each student has an MDT email group set up on the Outlook system, which includes all of the Core members of the MDT. This system should be used to keep MDT members informed of all student activities, changes and issues. It is each individual member of the core team's responsibility to email the extended team where relevant (if not included in the pre-set group email).

Complaints

The core MDT may need to be informed when a complaint has been made relating to their student. The Head of Safeguarding will determine who from the MDT needs to be informed, if appropriate and will notify the relevant staff. It is, however, essential that the extended team be notified that there is an issue in order to prevent negative communication (if appropriate).

Safeguarding

Information relating to a safeguarding or welfare concern about a student should normally be shared with the MDT. The Head of Safeguarding will determine whether

Policy/Procedure Name: Student Care and Welfare Multi Disciplinary Team Protocol – School & College
Policy/Procedure No: SMT028
Effective Date: Sept 2012   Review by Date: December 2025

Page 4 of 9

there are reasons whether there is information that should not be shared (e.g. it relates to a member of staff). The Head of Safeguarding will notify the MDT lead and any other relevant staff.

Incident Reporting Information System (IRIS) Reports

When an incident report is raised the SMT member reviewing the IRIS will notify core MDT members, via the MDT email group, as appropriate. The notification will include what action needs to be taken as a result by the MDT members.

Staff can check incidents raised for the students they are responsible for by using the Recent Incidents report on SharePoint.

MDTs should regularly review the IRIS reports for their students.

External Communication

Following any communication with any of the below external stakeholders (unless confidential) a summary of the communication **MUST** be recorded in one of the following places:

- Event log on Databridge – used by teachers/tutors, PTCs, Office staff, Senior Managers and other staff

- Nourish – external communications tab – Residential and Clinical Services staff

  Staff should check the external communication report on Sharepoint (which pulls together both communication record logs) before communicating an external stakeholder to ensure they are up to date with previous communication

Parents

Any members of the core MDT may contact parents directly, checking first if any other members have directly been in contact and the outcome, by looking at the external communication report on SharePoint which pulls together the information recorded both on Databridge and Nourish. Any information provided to parents must be in line with our ICT002 Data Protection Policy and ICT009 Safe Use of Email Policy.

Social Workers

The Progress and Transition Co-ordinator or Residential Manager (or their designated person) are responsible for all communication with Social Workers. However, the School and College office may have some direct contact with Social Workers.

Policy/Procedure Name: Student Care and Welfare Multi Disciplinary Team Protocol – School & College
Policy/Procedure No: SMT028
Effective Date: Sept 2012   Review by Date: December 2025

Page 5 of 9

Commissioners

All correspondence with local authorities and other Commissioners should be made via the Head of Admissions, Funding and Contracts, Progress and Transition Co-ordinator, Admission Team, or Head/Deputy of School or College.

What to do when a member of the MDT changes?

The MDT member or their manager who is making the change is responsible for alerting the following staff:

- The School or College Office – to change the MDT member on databridge

- The Business Systems Co-ordinator – to change the MDT member on the group MDT email

Key Assessments which need to be completed <u>within 24 hours</u> of a student starting at Treloar's

Name of assessment	Which member of the MDT is responsible for completing the assessment and uploading it onto Caresys
Eating and Drinking	SLT/OT
Manual Handling/Moving and Positioning	Physio/OT
Bed Rail Risk Assessments	OT
Skin Integrity (Braden)	Health Centre
Mental Capacity Statement including assessments – start the process	Residential Manager
Student Health Needs Checklist Interactions	Health Centre
Baseline Observations	Health Centre

Key Assessment which need to be completed within the first six weeks of a student starting at Treloar's

Name of assessment	By whom
Revisit Mental Capacity Statement including assessments	MDT
Deprivation of Liberty Assessments/Applications	MDT and Head of Safeguarding
Communication Plan (if required)	SLT
Mobility Skills Assessment (on and off campus)	OT
Communication with Parents – Parent, Student and Treloar's agreement	MDT
Young Person's Plan	Team Leader
Self-medication (if appropriate)	Health Centre
Physio - List of considerations	Physio
Hand skills	OT
Computer Access	OT
Medical Device Guidance	Clinical Team & AT
Sheets for all equipment used	SLT, OT, PT, Nursing

Mental Capacity Assessments

The Residential Manager will ensure that students are assessed to determine prospective student's capacity to consent to their care plan regarding: accommodation, care, medication and treatment, and managing finance at the second stage of assessment. They will then make a best interest decision in consultation with all interested parties. This decision will comprise the care plan for the four areas noted.

Residential Managers will see the assistance of colleagues as necessary

The Residential Manager will review this decision on admission to confirm or amend as necessary.

If the assessment does not take place before admission it must be undertaken immediately, they arrive and within five days at the latest.

Policy/Procedure Communication and Implementation Action Plan		
	Action	**Responsibility**
1	Ensure that all new employees, staff and volunteers are made aware of the policy, understand it, and know where to access a copy and where to access the related procedures.	Senior Management Team
2	Ensure that all managers, employees and volunteers of Treloar's have access to the related procedures.	All Managers
3	Ensure that all new employees, staff and volunteers know their responsibilities, and receive training in carrying these out.	All Managers

Links to other related policies and procedures: – set heading
- Effective MDT working booklet (guide for all staff)
- Safeguarding Children and Adults with Care and Support Needs Policy and Procedure
- Complaints
- Data Protection Policy
- Safe Use of Email Policy
- IRIS
- Guidelines for managing external professional clinical relationships
- Mental Capacity
- Staff Handbook on the ILP/IEP and Review process for Treloar's students
- Deprivation of Liberty (DOLs)

Policy/Procedure Name: Student Care and Welfare Multi Disciplinary Team Protocol – School & College
Policy/Procedure No: SMT028
Effective Date: Sept 2012   Review by Date: December 2025

Page 7 of 9

IMPORTANT NOTES:
It is essential for those with designated responsibilities to familiarise themselves with the sources of information, referred to above.

Policy documents describe mandatory minimum standards and will be subject to audit and review. Line managers are required to ensure suitable and sufficient arrangements are in place to meet policy requirements, including the provision of information and instruction to staff.

Policy/Procedure Name: Student Care and Welfare Multi Disciplinary Team Protocol – School & College
Policy/Procedure No: SMT028
Effective Date: Sept 2012   Review by Date: December 2025

Page 8 of 9

Appendix - **Equality Impact Assessment (EIA) - Stage 1**

Name of Policy / Function/Decision	SMT 28 Student Care and Welfare MDT Protocol – School & College
Name of Assessor / Author /Lead	Lorna Woodcroft
Start Date	`5th December 2023
This EIA is being undertaken because it is	• **A result of a policy revision**

Screening	

Does this affect employees, students or other stakeholder groups? Could the impact be significant to that group of people?	N
Will it have a significant effect on how our core business is delivered?	N
Does it involve a significant commitment of resources?	N
Does it relate to an area where there are known inequalities (e.g. gender pay gap, hate crime, accessibility of IT)	N

If the answer to any of these questions is 'YES' then continue to complete Equality impact assessment. If you are unsure about the answer to any of these questions please contact EDI co-ordinator or Head of Quality for further support.

Although I have ticked YES this does not have adverse effect on staff or students from different groups staff whom this applies (house staff have agreed voluntary to have extra training)

Has the screening identified the policy/decision/change as having relevance to the any of the following groups?

Age	N	Disability	N	Sexual Orientation	N
Race	N	Sex/Gender	N	Religion or Belief	N
Gender Reassignment	N	Pregnancy or Maternity	N	Marriage or civil partnership	N

Have we shown due regard for the 9 protected characteristics within the policy/procedure/decision?	Yes
Are all opportunities to promote equality taken within the policy/procedure/decision?	NA
Have we stated how we will monitor the implementation and impact of this policy/decision?	N/A
Date of Screening	15th December 2023
Refer paper to EDI Co-ordinator for further Stage 2 Assessment (if required)	No ☐

Policy/Procedure Name: Student Care and Welfare Multi Disciplinary Team Protocol – School & College
Policy/Procedure No: SMT028
Effective Date: Sept 2012   Review by Date: December 2025

Page 9 of 9