

Referring a child to the Learning Hub

Please ensure the following guidance is used before sending a child to the Learning Hub.

Have you spoken to the child?

Has the child's voice been acknowledged and validated?

Consider whether something at the child's desk will support the child or a change in seating plan.

Is the child anxious **or** does the child need a safe place to work to get back on task?

Does the child need a few minutes to regulate themselves?

Is a visit to the Learning Hub absolutely necessary?

Are the child's behaviours impacting on their learning **or** others?

Do you think that the child's behaviours will improve if they are sent to the Learning Hub?

Any child that is sent to the Learning Hub should only come for an **agreed time** and with a **note** that explains why they have been sent and what they should do while they are in the Learning Hub.

Any incident and the outcome **must be documented** on CPOMS. If incidents are not logged on CPOMS then there is a risk that future referrals to the Learning Hub will be refused.

The Learning Hub should not be *frequently* used for respite. **If this is needed on a regular occurrence it must be agreed by your line manager.**