

Home Visiting Policy

This policy has been written for...	All staff at West Heath School
Copies of this policy may be obtained from...	<ul style="list-style-type: none"> The School web site - http://www.westheathschool.com It is available as a hard copy on request from the school office Hard copies for reference are filed in the staff room
This policy links with the following policies	This policy should be read in conjunction with the Safeguarding Policy
Participants and consultees in the formulation of this policy were...	The Principal, Senior Leadership Team (SLT), Student Services Committee and the Trustees of the School. A representative group of students were invited to make comments and suggestions.
Edition, Review frequency and dates	<p>This is edition 5, released May 2019 This policy will be reviewed every 2 years It is due for review May 2021</p> <p>Note: All West Heath School Policies are currently being overviewed, this policy, if necessary, will be replaced September 2021</p>
Relevant statutory guidance, circulars, legislation & other sources of information are...	<p>Children Act 1989</p> <p>The Health & Safety at Work etc Act, 1974</p>
The Lead Member of staff is	Vice Principal, Care & Safeguarding
Definitions and key terms used in this policy...	None
The Rationale and Purpose of this policy	To ensure there is clear and understood guidance on how staff should conduct home visits.
Appendices	This policy has 1 appendix (General Risk Assessment – Home Visit)
Copying	No school policy is ever written in isolation. Acknowledgement of sources of advice and significant influence in the development and recording of policies at the School are noted on the front page. We request that any schools or organisations incorporating large sections of this policy without alteration should make similar appropriate acknowledgement.

The Aim of this policy..

To safeguard students and the adults who work with them.

Home Visits

Introduction

All work with students and parents should, wherever possible, be undertaken in the school or other recognised workplace. There are however occasions, in response to urgent or specific situations where it is necessary to make one-off or regular home visits. For example a new student starting school, a student who is being educated off site.

Purpose of home visit

The purpose of a home visit should always be agreed with a member of SLT.

Risk Assessment

Before any home visit is undertaken by a member of staff a thorough risk assessment needs to be completed. This risk assessment should include an evaluation of any known factors regarding the child/young person, parents/carers or other people living in the household. Risk factors such as hostility, child protection concerns, complaints or grievances can make adults more vulnerable to an allegation and should be taken into consideration when completing the risk assessment. Specific consideration should be given to visits outside of 'office hours' or in remote or secluded locations. Following an assessment, appropriate risk management measures should be in place before any visits are agreed.

Mobile phones

A mobile phone should always be taken by staff conducting a home visit as part of any risk management measures with details of emergency contact numbers.

Staffing

Home visits should always be undertaken by two members of staff, unless there is an agreement/suitable risk assessment for home tutoring in the presence of a parent/carer (see below).

Home tutoring/written agreement

Where a programme of work is to be undertaken in the home an appropriate works space should be provided and a written work plan/contract should be agreed with the student and parent. This should include: clear objectives; content; timing; and duration of sessions; ground-rules; child protection and confidentiality statements. The plan should take into account the preferences of student and parent. There should also be an agreement that the parent or other suitable adult will remain in the home throughout the session. The members of staff teaching the student must be clearly visible to the parent and carer. If the parent or suitable adult is not at the home or has to leave the home during the tutoring session, or is not adequately monitoring the teaching the tutor must end the session and leave.

Changes to arrangements

The Education Off Site, Co-ordinator, is responsible for ensuring written agreements and risk assessments are in place for offsite education at home.

Where the situation is such that changes in agreed work arrangements are required, a quick assessment will be necessary to determine if the session can continue. The Principal or one of the Vice Principals should then be informed as soon as is practically possible. Emergency situations should be reported to the police or social care and to the Principal/Vice Principal/parent as appropriate.

Record keeping A record of a home visit should be made noting time of arrival, departure, work undertaken and any concerns.

Reporting concerns Staff should report and discuss any concerns that arise to their line Manager and where appropriate action is taken.

Persons with particular responsibilities

The Education Off Site, Coordinator
Heads of Key Stage
Head of - Teaching & Learning
Interim Head – Care and Safeguarding
Manager of Residential Care

Other Participants & Stakeholders

Students
Staff

Monitoring & Evaluation

SLT
Student Services Committee
Trustees

Appendix 1:

GENERAL RISK ASSESSMENT FORM

Date:		Name of student: EXAMPLE			Assessed by:		Review date:
Activity details: Home visit at (enter address) Contact details: (enter mobile phone number) expected arrival 2.00pm – departure 3.30pm					Risk assessment approved by:		Risk assessment approved by:
1) Hazards What could cause harm?	2) People Who might be harmed?	3) Severity of Harm How badly could they be harmed? (Choose one only assuming a worst case scenario)	4) Likelihood of harm occurring with present controls	5) Risk Level Please refer to key indicator on last page	6) Controls What controls are currently in place?	7) Further action Are the present controls adequate? If not, what else needs to be done, by whom and by what date?	
EXAMPLES Electricity Equipment/Machinery Harmful Chemicals Infectious Material Manual Handling Minibus/Car crash Poor Food Hygiene Slips, Trips, Falls Violence/ Abduction	EXAMPLES Children/ Young Persons New or Expectant Mothers Staff The Public Visitors Volunteers	EXAMPLES Death Major Injury or Illness (Fracture, dislocation, amputation, hospital treatment, asphyxiation, unconsciousness) Minor Injury or Illness (First-aid needed/time off work) Superficial Injury or discomfort (No first-aid treatment needed)	CHOOSE FROM Very Likely Likely Remote	CHOOSE FROM High Medium Low Insignificant	EXAMPLES Health and Safety Signs Information Instruction/Training Local Safety Rules Personal Protective Equipment Adequate Supervision Following Safety Team Guidance Written Procedures	EXAMPLES Following Safety Team Guidance Health and Safety Signs Increased Supervision More Information Additional Instruction/Training Updated Local Safety Rules Personal Protective Equipment Written Procedures	
<ul style="list-style-type: none"> Aggressive or violent parents/student/family member 	<ul style="list-style-type: none"> Members of staff undertaking the home visit. 	<ul style="list-style-type: none"> Major injury of illness 	Remote	Low	<ul style="list-style-type: none"> Home visiting policy adhered to Mobile phone taken and number recorded of risk assessment 2 person visit Family and student information reviewed before visit. Time of visit recorded on risk assessment. Address of home noted of risk assessment. 	Controls are adequate	

					<ul style="list-style-type: none"> • Agreed time for visit to end and check in with senior staff at the end of the visit. • If member/s of staff hasn't checked, phone call to mobile to check status. • If contact is not made and concerns remain, senior staff notified and liaison with police as necessary
Other Comments/Information: Staff must ensure they have <ul style="list-style-type: none"> • Knowledge of school policies and procedures. 					

GENERAL RISK ASSESSMENT FORM

SEVERITY OF HARM	SUPERFICIAL	MINOR	MAJOR	DEATH	RISK INDICATOR KEY This indicator is to help and guide your assessment of risk. You should use your discretion to adjust the result of using the guide where appropriate. It is important that the level of risk sets your priorities and timescale for action. For example, tackle high level risks first and obviously do so immediately.
LIKELIHOOD					
VERY LIKELY	Medium Risk	Medium Risk	High risk	High Risk	
LIKELY	Low Risk	Low Risk	Medium Risk	High Risk	
REMOTE	Insignificant Risk	Insignificant Risk	Insignificant Risk	Insignificant Risk	

Issues arising/Resolutions for future reference:			Signed by

Please see Students individual risk assessments for further information.