

Home Visiting Policy

West Heath School



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Lead Persons	Deputy Principal and Head of Care & Safeguarding	
Policy Audience:	Staff	

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Copies of this policy are available on the School Website

<http://www.westheathschool.com/policies-and-procedures> Policies or as a hard copy on request from the School Office.

1. Aims

The rationale and purpose of this policy is to ensure there is clear and understood guidance on how staff should conduct home visits.

This policy aims to safeguard students and adults who work with them.

2. Legislation

- Childrens Act 1989
- The Health & Safety at Work etc. Act, 1974
- HSE ING73 Protecting Lone Workers

3. 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.

4. Purpose of Home Visit

The purpose of a home visit should always be agreed with a member of the Senior Management Team (SMT).

5. 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.

6. 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. Staff undertaking a solo visit must call a nominated member of West Heath staff before they go inside a student's home and when they leave.

7. 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 (Appendices 2&3).

8. 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 consider the preferences of student and parent/carer. There should also be an agreement that the parent/carer 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.

9. Changes to Arrangements

The Educated Off Site (EOS) Manager 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, Deputy Principal or Head of Curriculum 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/Deputy Principal/Head of Curriculum/Parent/Carer as appropriate.

10. Record Keeping

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

11. Reporting Concerns

Staff should report and discuss any concerns that arise to their Line Manager and where appropriate action has been taken.

12. Links with other policies

This policy should be read in conjunction with the following:

1. Safeguarding Policy
2. Lone Working Risk Assessments
3. Safe use of School Vehicles Procedures

13. Consultees

The Principal, Senior Management Team, Student Services Committee and the Trustees of the School. A representative group of students were invited to make comments and suggestions. Persons with particular responsibilities:

- EOS Manager
- Head of Curriculum
- Head of Care and Safeguarding
- Residential Care Manager
- Deputy Principal

Appendix 1 – General Risk Assessment Form

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. 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 	Controls are adequate
<p>Other Comments/Information: Staff must ensure they have:</p> <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

APPENDIX 2 - EOS Offsite Tuition Risk Assessment

EOS Offsite Tuition Risk Assessment

Copy of Risk Assessment to be carried with Staff at all times off site. Duplicate copy held by EOS Manager in office Onsite.

Student:				Age:																																					
Reason for EOS:																																									
EOS Dates:																																									
EOS Session Times:																																									
Identified Student Risks (From Behaviour Watch)																																									
<p>Slip Distribution by Incident</p>  <p>Example from Behaviour Watch</p> <table border="1"> <thead> <tr> <th>Incident Type</th> <th>Count</th> </tr> </thead> <tbody> <tr><td>Age - Incident</td><td>1</td></tr> <tr><td>Appearance - Incident</td><td>1</td></tr> <tr><td>Criminal behaviour -</td><td>1</td></tr> <tr><td>Damage to school pro</td><td>1</td></tr> <tr><td>Disruptive behaviour</td><td>13</td></tr> <tr><td>High level disruptiv</td><td>5</td></tr> <tr><td>Off site without out</td><td>7</td></tr> <tr><td>Other behaviour (ple</td><td>10</td></tr> <tr><td>Persistently Interfe</td><td>3</td></tr> <tr><td>Persistently not fol</td><td>13</td></tr> <tr><td>Physical - Incident</td><td>6</td></tr> <tr><td>Physical ottock on p</td><td>11</td></tr> <tr><td>Physical ottock on s</td><td>1</td></tr> <tr><td>Setting off fire alo</td><td>1</td></tr> <tr><td>Verbal - Incident</td><td>5</td></tr> <tr><td>Verbal ottock on pee</td><td>4</td></tr> <tr><td>Verbal ottock on sto</td><td>5</td></tr> </tbody> </table>						Incident Type	Count	Age - Incident	1	Appearance - Incident	1	Criminal behaviour -	1	Damage to school pro	1	Disruptive behaviour	13	High level disruptiv	5	Off site without out	7	Other behaviour (ple	10	Persistently Interfe	3	Persistently not fol	13	Physical - Incident	6	Physical ottock on p	11	Physical ottock on s	1	Setting off fire alo	1	Verbal - Incident	5	Verbal ottock on pee	4	Verbal ottock on sto	5
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Verbal ottock on sto	5																																								
Specific Student Issues:																																									
Venue:			Venue Contact:																																						
Guardian Contact Details:																																									
Staff:			Staff Contact:																																						
School Support Contact:			School Support Details:																																						
Travel Summary:																																									
SLT Approved:			Parent Confirmed and signed.																																						

Risk Assessment

Student Identified Risks (From BehaviourWatch)			
<u>Risks</u>	<u>Severity</u> <u>H.M/L</u>	<u>Likelihood</u> <u>H.M/L</u>	<u>Measure to Reduce Risk to acceptable level</u>
Threats to Staff			Any threat of verbal or physical abuse will the staff member will end the session immediately.
Female staff feeling vulnerable			All staff members to work in direct view of either a family member, or members of public. Staff ID badge visible at all times.
Drug use			If student has, or is under the influence of drugs, session ends, reported to parents and reported on Behaviour Watch.
Threats of Violence to members of the public.			Take student away from the environment and return to his guardians.
Damage to property			If using a device, remove safely from student if possible. Return home, report on Behaviour watch
Disruptive Behaviour			Continued disruptive behaviour results in the session being ended and parents/school informed.
Weapons			Inform School contact of weapon, remove student/staff from the environment if necessary, and contact parent/guardian to collect JPP from session. Report on Behaviour Watch.

Travel and Transport

<u>Risks</u>	<u>Severity</u> <u>H.M/L</u>	<u>Likelihood</u> <u>H.M/L</u>	<u>Measure to Reduce Risk to acceptable level</u>
Poor behaviour in car during journey			Staff to only drive vehicles that they are approved to drive.
Vandalism to vehicle			Staff to use EOS vehicle or own car (approved). In the case of morning visits staff to go straight from home, these visits to be done in own car. Student to sit in the back left seat, window up and seat belt on.
Abusing members of public			If student does not follow direction, staff should not transport them, parents informed and reported to SMT via Behaviour Watch. Student return to home, parents informed/billed and reported to SMT via Behaviour Watch.
Breakdown			Student window should remain up. Inform school –support put in place. Contact school to arrange collection. Remain with student and car.
Accident			Inform school contact. Follow SMT Major Incident if necessary. Inform school and parents/carers. Student and staff member to return to the student's home.
Car Sickness			Inform parents/carers that tutoring will not be available on the day.
Staff sickness/unavailability			Alternative teacher to attend EOS to arrange. Inform the school of any changes that have been made.

EOS Tuition

<u>Risk</u>	<u>Severity</u> <u>H.M/L</u>	<u>Likelihood</u> <u>H.M/L</u>	<u>Measure to Reduce Risk to acceptable level</u>
Lone working with student			<p>Staff members will follow West Heath's Lone Working policy.</p> <p>A family member of the student will be required to be in the house at all times throughout the tutoring session, or if the session takes place in a public learning environment, the student and member of staff will be visible to members of the public at all times.</p> <p>School ID Badge will be visible at all times.</p> <p>If no support is available at home, the session can take place in a public space, provided parental consent has been obtained.</p>
Getting student to engage in work			<p>Staff will carry work given to them by student subject teachers.</p> <p>Tutoring takes place away from distractions (home, public learning environment).</p>
Suitability of work for student			<p>Student will be assessed in core subjects at the beginning of the tuition period.</p> <p>Staff member to liaise with student's teachers. Work will be marked and assessed at the end of each week.</p>

Supervision and Environment

<u>Risks</u>	<u>Severity</u> <u>H.M/L</u>	<u>Likelihood</u> <u>H.M/L</u>	<u>Measure to Reduce Risk to acceptable level</u>
Getting lost/separated			<p>Sudent is tutored at home or escorted by a member of West Heath staff at all times whilst in public. Staff member to carry parent contact details on their staff phone.</p>
Environment			<p>Student will be working at home, If no member of family present then session will be cancelled, Session can take place in public learning environment, which is agreed beforehand.</p>
E-safety			<p>Staff and student visible to parent at all times. Or members of the public.</p> <p>Environment should be clear of distractions (TV) or anything that poses significant risk to a member of staff (Kitchen utensils, sporting equipment etc.).</p> <p>Any digital work to be completed on staff computer.</p> <p>Student is not permitted to use digital devices during session (ie. Phone, iPad, personal laptop etc.)</p>

Hazard 4. Medical / allergy / diet issues

<u>Risks</u>	<u>Severity</u> <u>H.M/L</u>	<u>Likelihood</u> <u>H.M/L</u>	<u>Measure to Reduce Risk to acceptable level</u>
Medical records			<p>Staff member to carry medical records of student in EOS pack.</p> <p>Emergency family contact details to always be on hand.</p> <p>Family member to be responsible for administering medicines, epipens etc if necessary.</p> <p>Staff to inform School contact if medical emergency occurs.</p>

Hazard 5. Weather issues

<u>Risks</u>	<u>Severity</u> <u>H.M/L</u>	<u>Likelihood</u> <u>H.M/L</u>	<u>Measure to Reduce Risk to acceptable level</u>
Severe weather			<p>In case of severe weather, postpone the visit.</p> <p>Inform school and parents of decision to postpone.</p> <p>Inform student's parents/carers of cancelled session.</p>

Appendix 3 – Code of Conduct

Across the VLE

- No filming/ recording of any member of staff- any filming or recording of staff will result in an immediate end to the tuition.
- No abusive, threatening or inappropriate language.
- Staff will not appear on screen but will share live documents/ PP so that they are able to access/ view resources.
- If he/she/they are provided with a resource by their subject tutor, then they are expected to bring the resource to their session.
- Staff will record each session- this is to safeguard both the individual and the member of staff.
- Staff will attempt to contact the student x 3 times per session, however, if they do not join the meeting in their allotted time the session it will not be extended or replaced.

In the Library

- No filming/ recording of any member of staff- any filming or recording of staff will result in an immediate end to the tuition.
- Any inappropriate touching of school or library staff as well as members of the public will result in the immediate termination of the session.
- No abusive, threatening or inappropriate language- to either staff or to members of the public.
- Staff will only stay in the library setting with them for as long as they are able to remain quiet and focussed. If their behaviour causes a disturbance to other members of the library, then the member of staff will have to take them to alternative provision.

Signed by Deputy Head:

Signed by Head of Middle School:

Signed by Home Tutor:

Signed by Student:

Signed by Parent/Carer:

