School Staff Making Home Visits Policy – SO – 0323

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Date reviewed	18 March 2021
Date of next review	March 2023
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Policy lead	Education Directorate
Distribution	Schools
Date ratified by board	June 21st 2021

EQUALITY STATEMENT

We will regularly review our policies to ensure that we are

- promoting equality of opportunity
- eliminating discrimination and harassment
- valuing diversity and promoting positive relationships
- providing an inclusive education which enables all pupils to develop their full potential
- meeting the requirements of the Equality Act 2010 and the protected characteristics therein.

QUALITY OF LIFE FRAMEWORK

All NAS schools and Children's services follow our Quality of life (QoL) Framework. In implementing this framework, we listen to pupils, parents and the child's keyworker to understand what is important to them in relation to their quality of life. We then work as a transdisciplinary team to ensure we plan each child's education carefully and cohesively, shaping each pupil's provision around their EHCP and agreed developmental goals in order to develop pupils' knowledge and skills now and for the future.

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1. Purpose of this document

Our experience tells us that it is only with our families' and pupils' involvement in their development and education that our pupils do exceptionally well. All NAS schools and Children's services follow our Quality of life (QoL) Framework. This framework places the family and the pupil at the centre.

The purpose of this policy is to promote working in partnership with parents/carers whilst maintaining best interests. And to ensure any visit is regulated, accompanied and vetted as appropriate for the protection of pupils/students, parents and staff

2. Scope

All schools and specifically staff who carry out home visits.

3. Approach

It is not the general practice of National Autistic Society schools to make home visits. In the event that a visit is necessary the appropriate authorities and the Principal must sanction the visit. Home visits may be made for the following reasons: -

- To observe a child as part of the referral procedure in the event that the pupil/student does not attend a current school.
- To support parents/carers in setting up and establishing a behaviour management or communication programme.
- To establish positive self-occupancy/independent skills, routines and schedules.
- In extreme circumstances it may be necessary for Senior Staff to make a home visit in order to support families in managing highly sensitive situations.
- To support a pupil in returning to school after a period of absence / refusal
- To check on a pupils' welfare who has not attended school for a period of five or more days and gives the principal cause for concern for the pupils' welfare.

4. Operational delivery

- Any visit must have the prior approval of the Principal, including the staff making the visit
- Staff must always be accompanied on the home visit and no more than two staff members should go at any one time (e.g. Teacher, Senior Practitioner, Psychologist, SALT).
- Timescales and return to base contact arrangements will be clarified before the visit.
- Provisional arrangement should be made with the parent/carer. The Local Authority/Social Services and any other relevant party should be advised of the visit by telephone, with an email / letter sent confirming the nature of the visit. In some circumstances it may not be possible or appropriate to confirm a home visit

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with parents/carers. For example, where a visit is being made to establish a pupils' welfare during a period of prolonged absence,

- All relevant information must be recorded, signed and sanctioned by the Principal before the visit.
- During the visit minutes will be recorded in writing which will detail an action plan and any follow up procedures required.
- The minutes of the visit will be placed on the pupil/students file and copies sent to parents, Local Authority/Social Services if appropriate

5. Evaluation of policy

Principals will monitor the implementation of this policy and provide feedback to the policy lead. This policy will be reviewed on a bi- annual basis.

6. References and resources

Suzy Lamplugh Trust - www.suzylamplugh.org

7. Related policies

Lone Working Policy (HS-0420)

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