



## **Newhaven School**

### **Home visit, home tuition and lone-working policy**

Home visits and tutoring are an essential part of engaging with, educating and developing relationships with students and their families at Newhaven.

These visits should be a positive experience for all concerned and the safety of our staff and students is paramount to this. This policy explains what to do to ensure the safety and wellbeing of all staff and pupils involved.

#### **Who do we offer home visits and home tuition?**

Newhaven aims to undertake either a school or home visit for all students referred into and accepted for placement at Newhaven NEST and Newhaven King's Park for an initial interview. This interview is normally carried out by the relevant pastoral manager who will complete an initial interview proforma that will be used to inform the student's profile and record.

Newhaven will also provide home tuition for students with medical referrals and students who are unable to attend Newhaven Kings home tuition is to provide a bridge between home and school that will support the student to spend more time in school.

Additionally Newhaven supports students in their home through the Outreach provision. The aim for these students is to engage with the curriculum offer that Newhaven provides, via a bespoke combination of remote learning, 1-1 sessions with the home school liaison officer and/or home tutors.

#### **Assess suitability for a home visit:**

Before any home visit is made, the pastoral manager or other staff will complete the following dynamic risk assessment to consider whether a visit should be made, whether it should be made accompanied or whether it should not be made. This assessment should be done in consultation with the referring agent:

Specific items to consider when making a decision include:

- (a) Is there a history of violence, either reported or unreported to law enforcement, in the home?
- (b) Are any family members using illegal drugs or drinking alcohol in excess?
- (c) Are any family members suffering from mental ill-health? If so, what are the details and how does this impact on their behaviour?
- (d) Are firearms present in the home?
- (e) Are vicious dogs or other animals present in the home?
- (f) Are there any known safety hazards in the home or on the property?
- (g) Does anyone in the home have a criminal history? If so what is it and how is it likely to impact on behaviour?
- (h) Is there any known history of malicious allegation? If so, what are the details?

If there are concerns about undertaking a lone home visit, two members of staff should carry out the visit together.

If there are serious concerns about the safety of a member of staff when undertaking a home visit, advice should be sought from SLT and the School police officer. It is imperative that no staff member should put themselves in potential danger when working in a student's home.

After the visit, staff should report back any concerns to their line manager.

## **Staff Guidelines**

Due to the independent nature of home working opportunities, workers must take responsibility for ensuring their own safety and reporting any concerns to their line manager:

The following guidelines and safe home working practices should be followed at all times.

### **A. Prior to visiting a student's home for the first time:**

1. Confirm the visit with the parent/guardian of the student you are visiting. Make sure they have the number for Newhaven and stress that they should call as soon as possible if they have to change the arrangements.
2. Write a letter or email to the student to confirm the arrangements you made on the phone to their parent/guardian; the letter should introduce yourself, stating how long you anticipate the visit will take and detail your aims for the meeting. It is important to include a photo of the staff member(s) visiting the student, so they know who to expect. The style of letter should be adapted according to the student's need (pictorial or non-pictorial).
3. When possible make the home visit during normal school hours.
4. Make sure you know where you are going and carry the student's contact details so you can let them know if you are delayed.
5. Check to see if there is a dog in the house and if there is, ask that the dog be restrained in another part of the house during the visit if applicable.

### **B. Prior to visiting a student's home on subsequent visits:**

1. On the day of the visit (or the day before if the visit is before 11am) confirm the visit with the parent/guardian of the student you are visiting. Make sure they have the number for Newhaven and stress that they should call as soon as possible if they have to change the arrangements.
2. When possible, make the home visit during normal school hours. If this is not possible, please consult with your line manager or SLT.
3. Ensure you have inputted the student's home visit details onto your outlook calendar (including initials of student you are visiting and length of visit) and shared your calendar with reception staff, your line manager and SLT.
4. Make sure you know where you are going and carry the student's contact details so you can let them know if you are delayed.

5. Check to see if there is a dog in the house and if there is, ask that the dog be restrained in another part of the house during the visit if applicable.

**C. When making your visit:**

1. Keep a mobile phone with you at all times when on a home visit.
2. If travelling directly from school to the student's house, inform reception staff that you have left to attend a home visit and ensure you sign out.

**D. When parking and exiting a vehicle, staff should:**

1. If possible, park in an area that can be easily seen by others and is well lit (try to avoid underground car parks and parking spaces that are obscured from view).
2. Locate the student's house prior to exiting the vehicle if possible.
3. Scan the area for potential safety risks prior to exiting the vehicle.
4. Take only the items necessary to complete the home visit.
5. Keep keys in a place where they are easily accessible.

**E. When approaching a home:**

1. Visually inspect the outside of the home and surrounding residences to become aware of people, animals, unfamiliar vehicles or signs of disturbance. If animals are present and unsecured, do not attempt to approach the home until someone in the home can secure the animal or assure you that it is not dangerous.
2. Do not walk around the residence looking in windows if no one answers the door. You can leave a card or letter explaining your visit and asking the family to contact the school if no one answers the door.

**E. When entering a home:**

1. Seek entrance through a door that is in plain sight of the street, when possible.

2. Complete a cursory visual inspection when the door is opened to assess any potential hazards which may be present.
3. Do not enter the home if summoned into the residence by an unseen person but rather wait for the person to present himself or herself.
4. Complete a cursory evaluation of the client's attitude, demeanour, and behaviour to assess for signs of aggression, violence, substance use, or unusual or suspicious behaviour.

**Do not enter the residence if no adult is present. Contact the school Designated Safeguarding Lead if children requiring adult supervision are unattended in the home.**

#### **F. While in the home:**

1. Ensure that the parent/guardian or other nominated adult are present.
2. Sit in an area near to or with easy access to an exit. Make sure that the door to the room that you are working in room is left open.
3. Avoid teaching in a bedroom or isolated room.
4. Do not tolerate offensive or intimidating behaviour. If a student is behaving in an aggressive, abusive or dangerous manner, do not provoke confrontation. Always attempt to minimise any risk to yourself and the student by seeking immediate help or removing yourself from the situation.
5. Remain alert and observant of the environment and the behaviours of those present.
6. Leave immediately if there is a perceived safety risk.
7. If there is an immediate and severe threat to you, the student or a member of the household and you are not able to either safely leave or call 999, call reception and inform them that you have left the 'yellow folder' at school. The reception staff will look at your outlook calendar, contact 999 and request that police are dispatched to the address.
8. Keep your money, handbags and other personal belongings with you at all time

## **F. When leaving the home:**

1. When you have finished a home visit, call reception to inform them that you have completed the visit.
2. If travelling between two home visits, call reception when leaving the initial home visit and inform them that you are moving onto the next home visit.

It is crucial that you always feel safe and comfortable in your work – politely leave if you feel at all uneasy or threatened in any way and let the school office know so your line manager is informed.

If you ever feel in danger – follow normal emergency procedures and dial 999.