Believing and Achieving Together

Signed:

Date: September 2019

Review: September 2021

Home tuition

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Health and Safety (First Aid) Regulations 1981
- Education Act 1996
- Management of Health and Safety at Work Regulations 1999
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Education Act 2011
- Children and Families Act 2014
- Special Educational Needs and Disability (Detained Persons) Regulations 2015

The following documentation is also related to this policy:

- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Special Educational Needs and Disability Code of Practice: 0 to 25 Years. Statutory Guidance for Organisations Who Work With and Support Children and Young People with Special Educational Needs and Disabilities (DfE) and (DoH)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- Working Alone: Health and Safety Guidance on the Risks of Lone Working (HSE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We offer a home tuition service for those pupils with medical conditions, excluded pupils, traveller children and children who are deemed to be highly anxious non-attenders. Also, there are times when

home visits are undertaken to meet children and their families prior to school entry; keeping in touch with pupils with long-term illness or visits to discuss attendance or pupil behaviour matters.

We believe the main safety risks associated with home tuition and home visits is that of violence to school personnel and allegations of abuse from pupils or their families. Therefore, we will take all reasonable practicable steps to maintain safe and healthy working conditions by having in place risk assessments and safe working procedures.

We must ensure that home visits are kept to a minimum with every effort being made to hold meetings in school. When it is essential for a home visit to be made then the visit must be authorised by the headteacher and only with two school personnel in attendance.

We strongly advice school personnel undertaking home tuition/visits to take all reasonable steps to eliminate potential risks and to be fully aware of the appropriate risk assessments. Home tutors/visitors must be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in a vulnerable situation.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions (on and off-site), equipment and systems of work for all our pupils, school personnel and visitors to the school.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To provide continuity of educational support for those children who require home tuition through the preparation and implementation of an appropriate teaching and learning programme.
- To ensure the safety of school personnel during home tuition or home visits.

- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the policy

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for the coordination of home tuition and home visits;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring full compliance with all statutory responsibilities;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:

  - ☐ determining this policy with the Governing Body;
  - ☐ discussing improvements to this policy during the school year;
  - ☐ organising surveys to gauge the thoughts of all pupils;
  - ☐ reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
  - ☐ visit the school regularly;
  - ☐ work closely with the Headteacher and the coordinator;
  - ☐ ensure this policy and other linked policies are up to date;
  - ☐ ensure that everyone connected with the school is aware of this policy;
  - ☐ attend training related to this policy;
  - ☐ report to the Governing Body every term;
  - ☐ annually report to the Governing Body on the success and development of this policy.
- responsibility for celebrating the effort, success achievements of pupils and school personnel;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the coordinator and link governor;
- ensure that the following is in place prior to school personnel undertaking home tuition/home visits:
  - ☐ risk assessments
  - ☐ safe systems of work:
  - ☐ appropriate training in strategies for the prevention of violence
  - ☐ relevant up to date pupil information:
    - ➢ educational
    - ➢ medical
    - ➢ behaviour

- background of parents/carers
- the home environment
- the local area

- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- make effective use of relevant research and information to improve this policy;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- celebrate the effort, success and achievements of pupils and school personnel;
- annually report to the Governing Body on the success and development of this policy.

Role of the Co-ordinator

The coordinator will:

- lead the development of this policy throughout the school;
- coordinate all home tuition;
- ensure home tutors are well trained and well briefed;
- undertake risk assessments and to keep them up to date;
- keep a current record of all reported incidents following a home visit;
- ensure the planned educational programme is appropriate;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- make effective use of relevant research and information to improve this policy;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

Role of Home tutors/ visitors

Home tutors/visitors must:

- ensure they undertake the following training before commencement of their role:
  - ☐ How to conduct a home visit
  - ☐ Child protection
  - ☐ Pupil behaviour and discipline
  - ☐ Restraint
  - ☐ Dealing with and reporting incidents
  - ☐ Dealing with allegations of abuse
  - ☐ Health and safety regulations
- ensure they dress:
  - ☐ in appropriate clothing which is not offensive, revealing or sexually provocative;
  - ☐ without wearing a lanyard;
  - ☐ with a clipped on identity card on their clothing.
- ensure visits:
  - ☐ take place in school time;
  - ☐ are planned and recorded;
  - ☐ take place in a pre-arranged risk assessed venue and no other;
  - ☐ are agreed with parent/ carer before the tuition takes place.
- ensure the venue:

- ☐ has a table and chairs available;
- ☐ does not pose a risk to the pupil or the tutor;
- ☐ does not display any inappropriate images or documentation capable of being viewed by the pupil or parent/carer.

- ensure personal property:
  - ☐ such as large amounts of cash or credit/debit cards are not carried on home visits;
  - ☐ must be kept close at all times.
- ensure their personal safety by:
  - ☐ issuing the coordinator with an itinerary for the day/week;
  - ☐ carrying a mobile phone at all times;
  - ☐ keeping the phone on at all times;
  - ☐ contacting the school office/coordinator once they have arrived at a home;
  - ☐ arranging for the school to ring at least ten minutes into any visit to check all is well;
  - ☐ using pre-determined code words in times of difficulty;
  - ☐ contacting the school office when leaving a venue;
  - ☐ not entering a venue if a child is at home alone;
  - ☐ ensuring the parent or a responsible named person is present at all times during the tutorial session or the session must be terminated;
  - ☐ leaving a venue if they feel uncomfortable with the situation;
  - ☐ ensuring the door of the 'teaching room' is left open at all times;
  - ☐ positioning themselves in the 'teaching room' so that they have a clear exit route;
  - ☐ having a copy of the pupil's risk assessment and that of the venue.
- ensure safeguarding procedures are adhered to by:
  - ☐ being vigilant in maintaining their privacy;
  - ☐ being mindful of the need to avoid placing themselves in a vulnerable situation;
  - ☐ not delivering tuition if another adult not in the home;
  - ☐ reporting all incidents immediately to the coordinator and Headteacher;
  - ☐ reporting any dispute with a pupil or parent/carer to the coordinator and Headteacher;
  - ☐ report to the Designated Safeguarding Lead any inappropriate behaviour or illegal activity undertaken by the pupil or by the parent/carer;
  - ☐ keeping all discussions on a professional level;
  - ☐ not transporting or offering to transport a pupil or a member(s) of the pupil's family;
  - ☐ not making social contact with the pupil or their parents;
  - ☐ not using the internet or web-based communications to send personal messages to a pupil/parent;
  - ☐ not administering medication to a pupil;
  - ☐ not giving personal phone numbers, home address, email address or social media address to pupils or parents other than the school's contact details;
  - ☐ always communicating any times when the pupil becomes upset or distressed including with their own parent/carer;
  - ☐ always reporting any occasion when a pupil becomes upset or distressed to the coordinator and to the Designated Safeguarding Leader;
  - ☐ ending the session and leaving the venue if at any point during the tuition the tutor feels uncomfortable about any behaviour from the pupil or parent/carer.
- ensuring communication procedures with the responsible parent are adhered by:
  - ☐ arranging and agreeing with the parent/carer for dismissing the child;
  - ☐ speaking with the parent/carer before leaving and discuss the next visit;
  - ☐ emailing not directly to the pupil/parents but always including the coordinator into the email;
- ensure they are fully conversant with and adhere to all health and safety procedures.

- ensure planning and record keeping procedures are adhered to by:
  - ☐ having in planning in place before any visit;
  - ☐ keeping all pupil records up to date.
- ensure pupils:
  - ☐ are treated fairly and without prejudice or discrimination;
  - ☐ contributions are taken seriously and valued;
  - ☐ use language that is appropriate and not offensive or discriminatory.
- comply with all aspects of this policy;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- work in partnership parents and carers keeping them up to date with their child's progress and behaviour at school;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- be encouraged to work in partnership with the school by making decisions and exercising choice in relation to their educational programme;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- support the school Code of Conduct; and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

Role of the parents/ carers

Parents/carers will:

- be aware of and comply with this policy;
- work in partnership with the school;
- comply with this policy for the benefit of their children;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Raising awareness of this policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters

- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
  - ☐ All aspects of this policy
  - ☐ Child Protection and Safeguarding
  - ☐ Health and Safety
  - ☐ Risk Assessment
  - ☐ Safety Procedures
  - ☐ Personal Security
  - ☐ Medical and First Aid
  - ☐ Accidents and Emergencies
  - ☐ Dealing with Allegations of Abuse
  - ☐ Equal opportunities
  - ☐ Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the implementation and effectiveness of the policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Linked Policies

- Accidents and Emergencies
- Assessment
- Child Protection and Safeguarding
- Curriculum
- Dealing with Allegations of Abuse
- Differentiation
- Dress Code in GSWP
- Health and Safety

- Medical and First Aid
- Risk Assessment
- Teaching and Learning