

Liberty Academy Trust
School Staff Making Home Visits Policy

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Written By	Assistant Director of Education
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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 Liberty Academy Trust schools 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/carers and staff.

Scope

All schools and specifically staff who carry out home visits.

Approach

It is not the general practice of Liberty Academy Trust 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.

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 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/carers, Local Authority/Social Services if appropriate

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 three-yearly basis.

References and resources

Suzy Lamplugh Trust - www.suzylamplugh.org