A logo with text overlay

Description automatically generated

**Home visits and home tutoring Guidance Policy**

**2023/24**

**HOME VISITS AND HOME TUTORING POLICY**

Policy Created: October 2023

Reviewed by:

Review Date: October 2024

*For the purpose of this guidance, home visits and home tutoring is defined as any work carried out in isolation from other practitioners. Home visits and home tutoring activities are those that are carried out without close or direct supervision often working and travelling in the local area working one to one with students, parents and carers. In these situations, procedures and policies relating to the home visits and home tutoring policy must be applied and adhered to.*

**Introduction**

Any tutor who works with students outside of school must make sure they are fully aware of the processes in place to protect themselves and the students they are working with. The goal of this policy is to protect all students and any other people involved in tuition given by Safestart School staff.

The obligations of all participants in the home tuition programme, including all personnel, students, and parents (or other responsible adults), are outlined in this policy document. It is essential that everyone utilising or working with Safestart School is aware of this policy and has become familiar with the company's safeguarding practises. Before participating in any activity scheduled through you should read this policy and make sure you understand the obligations and guidelines it outlines.

Tutors should always operate in the best interests of the student and should be seen to be working in an open and transparent manner:

• Tutors need to be clear about what details about a student can be discussed and under what conditions this is acceptable.

• If in doubt, tutors should always ask a member of the Safestart School team for guidance.

• There won't be any direct email correspondence between tutors and students. SLT will be included in every email sent to the parent or responsible adult.

• The tutor should end the session and make sure the student is left with a competent adult if they ever feel threatened. Any worries about one's own safety should be communicated to Safestart School right away.

**All staff of the school should adhere to the code of conduct below:**

• Tutors should dress in a way that is appropriate for their position and that is not disrespectful, provocative, or sexual in nature.

• Tutors need to be cautious about protecting their privacy and aware of the need to keep oneself out of danger.

• Parents or other carers should dispense medication, not tutors, if necessary.

• It is best to refrain from using personal mobile devices when instructing or when a student or member of their family is present.

Communication

• Tutors shouldn't divulge their home address, email address, or personal phone number to students.

• Tutors must only use the agreed-upon tutoring platform and at the agreed-upon times to communicate with students online.

• Tutors shouldn't maintain any private social conduct with students or their parents

• Tutors should be aware of Health and Safety Regulations as set out by the Health & Safety Executive.

**Home tuition**

• Tutors must keep track of the timings of each home visit, this is to be recorded in the student file and timesheets that have been devised.

• Tutors are responsible for making sure that any cause for concern is brought up with Safestart SLT staff and that safety precautions are taken in accordance with the Child Protection Policy. A record of this must be added promptly to CPOMS.

• Without consent of a parent or caretaker present, tutors should never go inside a child's home to tutor them.

• Tutors should make sure their phones are on when they are working alone.

• Tutors must let colleagues know where they are and when they plan to return. Call/ message buddy when you arrive and leave.

• Tutors should conduct their work in public areas of the house with doors left open.

• During the course of the tuition, parents/caregivers must be available.

• Always keep conversations on a business-related level.

• If at any point during tuition a tutor feels uncomfortable about any behaviour from the pupil or parent/carer they should end the session and leave the setting. The circumstances should be reported to Safestart School as soon as possible.

Tutors should: Remain in the home's designated study space, where there should be plenty of light, and pay close attention to the work at hand.

• Have a clear plan in place for the tasks the students will do.

• Whenever a student expresses upset or distressed, always let their own parent or caretaker know.

• Alert Safestart School whenever a student exhibits signs of distress or upset.

**Online Tuition:**

• Do not use personal conferencing/video calling accounts e.g. Skype, WhatsApp, Zoom

• Only use tuition platforms authorised by Safestart School ( TEAMS OR GOOGLE MEET )

• Do not ask the pupil to turn on their camera unless it is necessary for the tuition.

• Ensure that your appearance and dress adhere to normal standards

• If the pupil engages in any unacceptable behaviour (undressing, exposing themselves inappropriately, or being in possession of any inappropriate material), immediately terminate the session and inform a member of Safestart school SLT

• If a pupil types anything inappropriate in the chat, it is to be reported to Safestart school SLT immediately

• Only contact the pupil via video for tuition and at times agreed with the school and the parent/guardian/carer

• If a pupil logs out of the session during tuition report it to the school immediately who will then contact the parent/guardian/carer

**Other venues**

Home tuition can potentially take place in a nearby library or public building rather than the pupil’s home. All venues and changes of venue should be agreed in advance with the parent/carer, and notified to Safestart school immediately.

All of the above guidelines apply, but in addition ensure the venue is suitable for tuition, there are tables and chairs available and the type of building does not in itself pose a risk to the child or the tutor. Arrangements for meeting and dismissing the child should be agreed with parent/ carer before the tuition takes place. Transportation of an individual pupil should be avoided. However, the individual needs of the pupil should be taken into consideration. If deemed necessary it should take into account any relevant risk assessment and prevailing circumstances.

**Safestart School staff will:**

• Ensure that the environment does not display any inappropriate images or documentation capable of being viewed by the student or parent/responsible adult when conducting a session.

• Treat students fairly and without prejudice or discrimination; students who have a disability or come from a minority ethnic or cultural group can easily become victims of discrimination and prejudice which may be harmful to the student’s wellbeing.

• Ensure language is appropriate and not offensive or discriminatory.

• Ensure any contact with the student is appropriate to their role as a tutor and confined to the relevant tutorial session.

• Not make any improper suggestions to a student.

• Not send unsolicited communications to the student or parent/responsible adult.

• Value and take students’ contributions seriously.

• Report any dispute with a student or parent/responsible adult to Winchmore Tutors Account Manager.

• Report any inappropriate behaviour or illegal activity identified within a tutorial session by the student or third party, in accordance with the procedures set out in the Child Protection Policy.

**Health and Safety**

The very nature of one to one tuition lends itself to potential risks. Tutors should take every reasonable step to eliminate potential risks to increase safety and confidence. Make sure you are aware and have a copy of the individual student’s risk assessment. This is particularly important where there are known risks around Domestic Violence, Drug and Alcohol use and offending behaviour.

**Personal Safety Guidelines for Lone Workers/Home Tutors** ;

• Always have a mobile phone charged and available

• Do not give your address or home phone numbers to pupils and/or parents and do not contact them on your home phone as they can then access your personal number.

• Do not give your mobile phone to the young person to use for any reason

• Keep your personal items, purse/wallet, car keys, etc safe and secure

• Keep a running record of each session – including brief notes of work covered, people present and any other appropriate information, e.g. issues with pupil and/or parent.

• Compile your own risk assessment of each venue you use.

• Has the lone worker ensured they have as much information as possible about the family and the location to be visited?

• What pre-contact has there been with the family? e.g. a phone call or written appointment to ensure the family knows who is visiting and what their role is.

• How does the lone worker let the family know if you are unable to keep an appointment?

• The lone worker must ensure their weekly work plans are kept up to date as this will ensure that the school is fully aware of where staff are at ALL times.

• The lone worker must also ensure they record the location (address) of the home visit in the main diary.

• The lone worker should ensure information is left at reception of the expected time of return or ring time.

• When approaching a family’s home an assessment of the situation is important, staff can abandon or postpone the visit if they are in any doubt of their own safety.

• Lone workers must always wear school lanyards.

• Lone workers need to remain aware of the behaviour of all persons in the house, looking for any signs or signals that may indicate a potential problem.

• Lone workers to ensure that as a guest in the family home, a non-judgemental approach should be adopted, showing sensitivity and respect for each families’ culture and circumstances.

• It is vital that staff are aware of maintaining professional boundaries in their relationship with the family.

• If there is an aggressive animal in the house lone workers should be assertive enough to request that the animal be placed in a separate room.

• When the home visit is complete ensure that everyone is satisfied with the interaction that has occurred, make sure that everyone knows what should happen next and that they honour their commitment to all they have agreed to.

• Recorded information regarding the home visit is recorded back at work and kept up to date.