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# Redbridge Tuition Service



# Home Tuition Policy

## **HOME TUITION SERVICE POLICY**

### **BACKGROUND:**

Home Tuition Service endeavours to comply with DfE Guidance Document: *'Ensuring a good education for children who cannot attend school because of health needs.* DfE, January 2013' in which emphasis is placed in ensuring that children and young people who are unable to attend school because of illness or injury receive suitable education as defined in Section 19 of the Education Act 1996.

Redbridge Home Tuition Service makes arrangements for the provision of education for those children of compulsory school age who cannot attend school due to illness or injury. The Service provides education for pupils who have medical conditions and illnesses that preclude them from attending school. The young person's school refers through the Redbridge Inclusion Panel (RIP) and provides Medical Evidence (Consultant's letter) to support the referral.

### **OBJECTIVES:**

- To ensure that children in the home have access to education similar to that received at school, including a broad and balanced curriculum
- To maintain links and liaise with the school and collect appropriate work from the school
- To monitor progress and facilitate a return to school when the child is better
- To facilitate reintegration into suitable education
- To enhance the quality of life through learning
- To work in partnership with the child's carer and school
- To support in post-16 transition

### **PROCEDURES:**

Home Co-ordinator will oversee teaching in the home; this role is line-managed by the Head of Redbridge Tuition Service.

Home Teachers to be provided with induction at a 'mentoring session' following their interview and appointment.

### **INITIAL REFERRAL:**

When a referral is made to the Service for a child out of school, the Home Co-ordinator will talk to medics/professionals and discuss how many hours of tuition the child can realistically manage. The Home Co-ordinator will then make an induction appointment to take place in the home or at one of our Centre's.

At this visit, the Home Co-ordinator will:

- Explain to the family how the Home Tuition service works.

- Discuss with the family how many hours of tuition the pupil can realistically manage.
- Provide the family with the 'Working in the Home' package.
- Organise PEP and contract to be signed by the parents.
- Make notes in the child's file of personal, medical, school and academic
- Complete a health and safety risk assessment
- Complete an ethnicity questionnaire
- PEP to be reviewed after 6 weeks, and at regular 6 weekly intervals thereafter.

**Following a home visit, the Home Co-ordinator will:**

- Inform the child's school and any involved agencies, of home teaching.
- Give home tutors details of the pupils with whom they will work

**PREPARATION FOR HOME TEACHING:**

- Teachers should familiarise themselves with the DFES Guidance booklet on *'Ensuring a good education for children who cannot attend school because of health needs'*
- Home Co-ordinator will email pupil details and risk assessment to tutors before the first lesson.
- Teachers to be fully aware of risks and ways to reduce risks.
- Teachers to be fully aware of pupil's medical need.
- Tutors to contact the family as soon as they receive a request for teaching and arrange teaching times. If possible, Teachers try to keep to the same time each week.
- Home teachers to send through their timetables and forward planning, on-line before Monday morning of the teaching week.
- If the child has special needs, the Teachers should read the child's IEP/Statement. The Home Co-ordinator will obtain this information from the referring provider
- If a pupil is on a school roll, pupil's school should provide work for the child. The Home Co-ordinator will liaise with the school to ensure work is collected.

**HOME TEACHING:**

- A risk assessment is carried out on all pupils receiving home tuition. In certain cases it may be necessary for another person to be present in the room when teaching
- If the child is not on roll at a school, work should be planned in line with RTS policies
- Staff must ensure they update the electronic register by the end of each week.
- Tutors to send to Home Co-ordinator, online weekly timetable of pupils/times/dates in set format
- There must be present in the home, at the time of teaching, a responsible person over 18 years of age

- ICT to be used to supplement teaching where appropriate
- Teachers are required to submit reports to schools/homes and/or at the time of closure of home teaching
- If a pupil is not on a school roll, Home Co-ordinator to liaise with RTS examination officer regarding external examinations
- When a pupil is on a school roll, Home Co-ordinator to liaise with school regarding external examinations
- Teachers may be required to attend review meetings concerning their pupils.
- The Home Co-ordinator should be kept informed of any concerns a teacher may have regarding their pupil. All safeguarding concerns to be raised immediately with Head of Service
- All complaints to be directed to Head of Service

#### **CLOSURE OF HOME TEACHING:**

- When a pupil is ready to return to school, the Home Co-ordinator will co-ordinate the collection of information/reports from the home teachers
- Tutors may be required to help in the re-integration of pupils to their mainstream school or new placement
- Administrator to close files

#### **MONITORING:**

- A weekly-allocated home teaching list is sent out to the Local Authority
- Weekly attendance monitoring is sent out to the Local Authority
- Information sharing and pupil updated information is given at weekly Home Tutor Meetings and Homes meeting
- Teachers' should update working folders as necessary. Working files are used as part of their Performance Management review (see P.M. Policy)
- Lesson observations are carried out as part of the P.M. process
- The homes are provided with an evaluation letter and tear-off slip, with a report; the tear-off slip gives parents and pupils the opportunity to express their views on the home teaching they have received. These are returned to home co-ordinator via post or home tutors

#### **BEHAVIOUR PROCEDURES:**

- There must be present in the home, at the time of teaching, a responsible person over 18 years of age.
- If a child behaves in an aggressive, abusive or inappropriate manner, the lesson will be terminated as necessary.
- The adult in the home will be notified immediately.
- The tutor will also notify the Home Co-ordinator who will update all professionals involved working with the pupil.
- Any areas of concern are to be reported to Home Co-ordinator and Head of Service.
- These concerns will be dealt with in accordance with RTS Safeguarding Children Policy.

## **GUIDANCE FOR LONE WORKING**

### **Aims:**

The purpose of this section is to ensure that staff should not put themselves at personal and professional risk by providing guidance on safe working both in the home and in Home Tuition bases. The Home Tuition bases are at Loxford Youth Centre and Redbridge College.

### **Lone working general guidance:**

This is general guidance and should be adhered to when working in the home and in Home Tuition bases.

- Teachers must ensure that they are familiar with the risk assessment and actions taken to reduce risk before they begin tuition. In some cases the risk assessment may require two teachers to work with the child.
- For statemented pupils, teachers make sure that they have read the statement and ensure that they are familiar with the objectives of the pupil statement.
- Teachers should always keep their mobile phone on so that they can be contacted by Home Coordinator or RTS admin.
- Teachers should not give lifts to pupils or families or teach in another place other than the location named on the risk assessment.
- Teachers must show professionalism at all times. This includes not making personal calls during lesson times or disclosing any personal or private information.
- Any areas of concern are to be reported to Home Co-ordinator and Head of Service.  
These concerns will be dealt with in accordance with RTS Safeguarding Children Policy.
- If the pupil behaves in an aggressive or abusive or inappropriate manner, the teacher should end the lesson and inform parent/carer and Home Co-ordinator immediately. Once the lesson has been terminated the teacher should email Home Co-ordinator with a fully detailed incident report.
- All incidents and accidents should be reported to Home Co-ordinator.
- It is very important to be cautious, sensible, and professional while being mindful of the sensitive nature of the clients with whom we work. Teachers should work in a calm, friendly manner with a positive attitude. They should not get involved in the dynamics of the family, which can be extremely complex.

### **Guidance for working in the Home:**

In addition to the lone working guidance in section 1 above, the additional guidance below should be followed when teaching in the family home.

- If the Teacher feels that the home is not appropriate for teaching, they should immediately inform the Home Co-ordinator. The Home Co-ordinator will investigate and update risk assessment accordingly.

- Teachers should **not** enter a house unless another known adult is present. This is preferably and usually the parent, but could sometimes be another member of the family named on the risk assessment.
- Teachers should never enter a house where the pupil, a parent or other adult is not fully dressed.
- Teachers should not teach upstairs or in a bedroom.
- Parents should be made aware that they have prime responsibility for the safety of their child whilst tutor is working in the home.

#### **Guidance for working at Loxford Youth Centre Base:**

In addition to the lone working guidance in section 1, the additional guidance below should be followed when teaching at Loxford Youth Centre.

- Teachers should be familiar with the Loxford Youth Centre Risk assessment. A copy is available in Homes Office and Loxford Youth Centre
- Another member staff from the youth centre should be at Loxford Youth Centre site. If for any reason there is no member of staff present, the Home Co-ordinator should be informed.
- Teachers should be aware of the pupil's travel arrangements to and from Loxford Youth Centre. In some cases pupils cannot travel independently and are picked up by parent/carer.
- When ending a lesson before the agreed time, please inform the parent/carer.
- Doors should be left open when working in smaller rooms at Loxford Youth centre.

#### **Guidance for working at Redbridge College Base:**

In addition to the following the lone working guidance in section 1 above, the additional guidance below should be followed when teaching at Redbridge College Base.

- Teachers should be familiar with the Risk Assessment for College base. A copy is available in Homes Office and Redbridge College base.
- Two members of staff will work in Redbridge College base. If for any reason the second member of staff is not present, the Home Co-ordinator should be informed.
- Teachers should be aware of the pupil's travel arrangements to and from Redbridge College. In some cases pupils cannot travel independently and are picked up by parent/carer.
- When ending a lesson before the agreed time, please inform the parent/carer.