



Title: Children with health needs who cannot attend school (Home Tuition)

Policy Coordinator:	Charmaine Moseley
Nominated Governor:	Mike Baumring
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Chair of Management Committee:	Mike Baumring
Head Teacher:	PK Maselino

BACKGROUND:

The 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.

The 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 or admissions refers to the Helix Education Centre 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 a suitable education provision
- To enhance the quality of life through learning
- To work in partnership with the child's parents, carer and school.

PROCEDURES:

The Home Tuition Co-ordinator will oversee teaching in the home; this role is line-managed by the Headteacher of The Helix Education Centre.

Home Tuition Tutors are to be provided with an induction following their interview and appointment.

INITIAL REFERRAL:

When a referral is made to the Service for a child out of school, the Home Tuition Co-ordinator will talk to parents / carers, Health professionals / team around the child and discuss how many hours of tuition the child can realistically manage. The Home Tuition Co-ordinator will then make an induction appointment to take place in the home.

At this visit, the Home Tuition 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.
- Organise the Pupil's Tuition Plan (PTP) and contract to be signed by the parents.
- Make notes in the child's file of personal, medical, school and academic profile.
- Complete a health and safety risk assessment.
- Personal Tuition Plan (PTP) to be reviewed after 6 weeks and at regular 6 weekly intervals thereafter.

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

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

PREPARATION FOR HOME TEACHING:

- Tutors should familiarise themselves with the DFE's Guidance booklet on *'Ensuring a good education for children who cannot attend school because of health needs'*
- Home Tuition Co-ordinator will email pupil details and risk assessment to tutors before the first lesson.
- Tutors to be fully aware of potential risks and ways to reduce them.
- Tutors 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, Tutors try to keep to the same time each week.
- Home tutors to send through their timetables and forward planning, on-line before Monday morning of the teaching week.
- If the child has special needs, the Tutors should read the child's IEP –EHCP. The Home Tuition Co-ordinator will obtain this information from the referring provider.
- The Home Tuition 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 The Helix Education Centre's Teaching & Learning policy.
- The Helix administration will ensure they update SIMS by the end of each week sent by the tutors to Helix admin.
- Tutors to send to the Home Tuition 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.
- Tutors are required to submit reports to schools/homes on a weekly basis and/or at the time of closure of home teaching.
- If a pupil is not on a school roll, Home Tuition Co-ordinator to liaise with The Helix examination officer regarding external examinations.
- When a pupil is on a school roll, the Home Tuition Co-ordinator to liaise with the pupil's school regarding external examinations.
- Tutors may be required to attend review / multi-agency meetings concerning their pupils.
- Tuition should not take place beyond the hour of 16.00. Any exceptions to this must be sent in writing to the Designated Safeguarding Lead for authorisation.
- Tuition is not permitted to take place at weekends or during school holidays.
- The Home Tuition Co-ordinator should be kept informed of any concerns a teacher may have regarding their pupil. All safeguarding concerns to be raised immediately with the Designated Safeguarding Lead.
- All complaints to be directed to Head of Service.

CLOSURE OF HOME TEACHING:

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

MONITORING:

- Weekly attendance monitoring is sent out to the Helix.
- Information sharing and updated pupil information is given weekly to the Home Tuition Coordinator.
- Tutors' should update working folders as necessary. Working files are used as part of the Helix Tutors' Performance Management review (see P.M. Policy).
- Lesson observations are carried out as part of the P.M. process.
- Parents / Carers - 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 the home Tuition 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 Tuition Co-ordinator who will update all professionals involved or working with the pupil.
- Any areas of concern are to be reported to Home Tuition Co-ordinator and Head of Service.
- These concerns will be dealt with in accordance with The Helix Education Centre's Safeguarding Children Policy.

Aims:

The purpose of this section is to ensure that staff do not put themselves at personal and professional risk by providing guidance on safe working both in the home and in Designated Home Tuition bases. The Designated Home Tuition bases are local libraries, after 2.30pm at the Helix site and other appropriate Local Authority approved places.

Lone working general guidance:

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

- Tutors 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 Tutors to work with the child.
- For pupils with EHCP, Tutors to make sure that they have read the plan and ensure that they are familiar with the objectives of the pupil's statement.
- Tutors should always keep their mobile phone on, but switched to silent so that they can be contacted by the Home Tuition Coordinator or The Helix Education Centre's admin.
- Tutors should not give lifts to pupils or families or teach in another place other than the location named on the risk assessment.
- Tutors 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 the Home tuition Co-ordinator and Head of Service.
These concerns will be dealt with in accordance with The Helix 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 Tuition Co-ordinator immediately. Once the lesson has been terminated the teacher should inform the Home Tuition Co-ordinator with a detailed incident report in writing.
- All incidents and accidents should be reported to the Home Tuition 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. Tutors 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 Tuition Co-ordinator. The Home Tuition Co-ordinator will investigate and update risk assessment accordingly.

- Tutors 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.
- Tutors should never enter a house where the pupil, a parent or other adult is not fully dressed.
- Tutors should consider their safety at the home if they should find themselves alone with an unknown, or unexpected adult and to defer the tuition and inform the Helix safeguarding lead.
- Tutors 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 the tutor is working in the home.

Guidance for working at other Designated Bases:

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

- Tutors should be familiar with the Designated base's Risk assessment. A copy is kept at The Helix Education Centre.
- Tutors should be aware of the pupil's travel arrangements to and from the Designated Base. 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 the Designated bases.