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**Deerhurst and Apperley Church of England
Home Visits Policy**



AIMS

- To set out guidance to staff making official visits to the homes of pupils on school roll
- To ensure the personal safety of staff on home visits.

EXPECTATIONS

Staff and pupils have a right to work in a safe and healthy environment, free from abuse or threat of harm. Staff are responsible for their own safety and are empowered to make professional judgments appropriate to the circumstances they find themselves in. If they ever feel unsafe or uneasy they should leave a pupil home immediately. Their own safety should come first.

PROCESS

- **Initial visit**

Parents/carers are asked to sign the **school parents/carers home tuition health and safety agreement**. One copy is retained by the parent and one copy by school.

Our expectations of parents/carers regarding the health and safety of school staff in the home is discussed, in-line with the initial home visit record sheet. Key expectations are as follows:

Responsible adult present at all times (usually parent/carer unless agreed otherwise)
Smoke-free environment
Quiet workspace
Pets restrained
Appropriate behaviour (by pupils, and other persons in the home, including visitors)

Staff are expected to reinforce the health and safety expectations outlined above and report any issues to the Headteacher. If a member of staff arrives at a pupil's home and no adult is present then they should not enter the home. They should also not enter the home unless pets (particularly dogs) are restrained.

- **Teaching in the home (and ongoing visits/meetings in the home):**

The purpose of the visits are to provide education for pupils until they are medically able to return to school. The following guidelines must be followed:

A timetable must be kept by staff, detailing all visits/lessons/meetings.

This timetable should show the name of the pupil, the time, duration and location of the appointment. Any changes to schedules must be communicated promptly to the Headteacher. Staff are **accountable** for being at the place where their timetables show them to be. They must be up-to-date and accurate at all times.

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<p>Weather conditions and travelling to pupils' homes.</p>	<p>Staff should not travel if it puts them at risk. If (in the event of snow, for example) the conditions seem safe for travel it is important to check with the parent at the location where the lesson is due to take place that conditions there are also acceptable. Staff should also listen to the weather reports on local radio. Staff should always inform the office of where they are and where they are intending to be if their plans change due to weather, or for any other reason.</p>
<p>All staff to wear their ID badges and carry a charged-up mobile phone with them.</p>	<p>Phones should be on silent so as not to disrupt lessons; but staff should have a charged-up, work mobile phone with them in case of emergency or incident. Staff should wear their ID badges at all times.</p>
<p>Staff must ensure an adult is present in the home at all times.</p>	<p>This must be a parent/carer or nominated adult. In the case of a nominated adult, e.g. a grandparent, the parent/carer must notify school of who this will be, and this must be agreed in advance of any lesson. If a staff member arrives and there is no adult present in the home then the lesson will not take place and the member of staff must not enter the house. The staff member should let the office know immediately. If a parent/carer or nominated adult needs or wants to leave the home during a scheduled lesson then the lesson will finish and the member of staff will have to leave. The school office must be informed that this has happened.</p>
<p>Pets should be restrained at all times.</p>	<p>Although staff may be animal lovers, it is important that we maintain a consistent LA approach to pets. All animals (particularly dogs) should be restrained when school staff are in pupil homes. Staff should immediately remind parents of this if it hasn't happened. Flea bites could be a hazard associated with pets. If fleas are suspected in the home then staff members should leave and inform a manager. If there are any other pet-related problems at all, staff should ask school managers to intervene and leave the home if they feel at risk.</p>
<p>Educate in a visible and safe area of the home.</p>	<p>Do NOT teach or meet in a child's bedroom. If a child is confined to bed, the teaching arrangements must be agreed first with a school manager and the parent/carer. Generally this would involve a bed being moved to a downstairs living room with parent/carers nearby or in the same room.</p>
<p>Staff should always be alert to the surroundings in which they are teaching, both in the house and the surrounding area.</p>	<p>When a staff member uses their car, they should try to ensure that it is parked securely and that the route to the house is safe. Within the home, staff should be particularly vigilant of any trip hazards (e.g. trailing cables or toys left on the floor).</p>

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Response to risk: if staff notice anything that might pose a risk, or makes them feel uneasy or uncomfortable, they should assess the situation, trust their instincts and leave as soon as possible.	If this happens, the headteacher must be notified as soon as staff have left the home and a meeting will be convened as soon as possible to discuss the situation and agree a plan of action to address the concerns (including possibly changing the location of lessons). Staff should be particularly vigilant of visitors in the home who might pose a threat, or anything else new in the home and not covered by the initial visit (visitor's pets, visitor's children etc).
Pupil Absence	If staff visit a pupil and the pupil has been unavailable on two consecutive occasions, the headteacher should be alerted. Actions will be taken to address attendance.
Make sure someone knows you return home at the end of the working day.	Staff have a responsibility to ensure they are safe and let a colleague, partner, close friend or family member know when they are expected to return home from their teaching commitments at the end of a working day. Staff are encouraged to share the mobile telephone number of their school office with a family member, partner or close friend for reference in case of emergency, or for example a staff member not returning home as expected.

Generic risk assessment

A school generic risk assessment for home working is completed at the time of the initial home visit. Staff should familiarise themselves with this. It is reviewed annually (or earlier if issues arise).

• **Incidents**

If an incident does occur, the member of staff involved should ensure their own safety first, before reporting to the Head Teacher. If necessary the police should be called. A meeting will be convened to review the incident and decisions made about future arrangements following the incident. A copy of two versions of the incident and accident reporting forms are attached to this policy (**appendix 1**). This is so that school staff have a copy of the relevant forms in case they need to report an incident to the Head Teacher.

Policy updated: November 2015

Policy lead: JNeveu

Governor..... Date

Review schedule: annual review (taking in to account any accidents and incidents)

Review date: November 2017

APPENDIX 1

Simplified Accident Report Form

For use in a) recording main information prior to input to SHE Enterprise or b) for recording minor accidents and retaining a copy locally. More complex accidents requiring a detailed investigation should be recorded on the full version published on the SHE webpages (see SHE/Pro/4 Accident Reporting and Investigation) or directly onto SHE Enterprise. For assistance, contact SHE 01452 425350 she@gloucestershire.gov.uk

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Name of GCC site	
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Location on site	
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Name, address and postcode of injured person	
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Occupation/Pupil/SU		Date of Birth	
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Date of accident		Time of accident	
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Summary of accident and first aid given (detail any equipment involved)

Cause(s)

What can be done to prevent a recurrence?

Completed by (name/title/date)	
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Accident, Incident and Near Miss Reporting and Investigation Form
(for more serious accidents/investigations)

Ensure that the current form is used – see SHE webpages

www.gloucestershire.gov.uk/she

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Accident, Incident and Near Miss Reporting and Investigation Form (March 2014 version)

To be completed as fully as possible by the person responsible for the location of the accident and submitted to your service area SHE Enterprise input point - see section 8 of the form below.

SHE/Pro/4 Accident Reporting and Investigation provides guidance on completing this form and is available via the link to SHE webpages above (requires Schoolsnet login).

Shaded box = **mandatory information**

1. Basic Information (needed to gather main details)

<i>Tick the relevant box</i>					
Personal accident	<input type="checkbox"/>	Incident	<input type="checkbox"/>	Near miss	<input type="checkbox"/>
Assault – physical	<input type="checkbox"/>	Assault – verbal	<input type="checkbox"/>	Occupational ill health	<input type="checkbox"/>

Injured Person's Service Area <i>(please specify)</i>	<i>Organisation</i>	<input type="checkbox"/>	Service Area <i>(i.e. service area that is responsible for location of accident)</i>	
	<i>Tick the relevant box</i>	<input type="checkbox"/>		
	GCC	<input type="checkbox"/>		
	Partnership	<input type="checkbox"/>		
	Contractor	<input type="checkbox"/>	Site address of accident (school, office, care home etc)	
	Member of the public	<input type="checkbox"/>		

Date of accident dd/mm/201x	Time of accident (24hr clock)	Precise place where occurred (e.g. stairs, workshop etc)

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Details of circumstances and the actual accident (including assault), incident, near miss or occupational ill health. (Continue on additional sheet if necessary.)

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Accident reported by...

State if injured person or give details if someone else	
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2. Details of Event and Injured Person

Type of incident (*Tick the relevant box*)

1-3 shifts/turns of duty – lost time		No lost time (other than rest of same day/turn of duty)	
No lost time (whole of shifts/turns of duty)		Over 3 days/turns of duty – lost time	
Fatality		Environmental incident (pollution etc)	
Dangerous Occurrence (explosion, building collapse, major fire etc)			

Is the accident reportable to the HSE? (Yes/No) (See SHE/Pro/4 Accident Reporting and Investigation)	
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Injured person

Was anyone injured/involved?	Yes (completed boxes below)	No (put x in box)	
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Mr/Mrs/Miss/Ms (Circle one)	Surname		Forename	
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SAP Staff Number (<i>if known</i>)	
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<i>Tick the relevant box</i>				
Employee	Contractor	Pupil	Service user	Member of public

Was an injury sustained?		Was this a near miss?	
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Date of birth (<i>not</i>	Gender (<i>Circle</i>)	Hours of duty	Full/Part time
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<i>needed for employees)</i>			
	Male/Female		

Occupation (staff/contractors only)	Home address/postcode (<i>work location needed for employees</i>)	'Phone number

3. Investigation (some details should be added so that the cause is established and, where possible, action taken to prevent a recurrence)

Investigated by (<i>Name and job title</i>)		Date of investigation	
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Details of any witness(es) – name, contact number etc	

Main injury

			Yes	No	N/A
Part of body injured		Person not treated			
Left/right/both side(s)		Treated by first aider			
Type of injury		Treated by paramedic			
Days lost to-date		Taken to hospital			
Total days lost		In hospital for more than 24 hours			

Secondary injury (if any)

Part of body injured	
Left/right/both side(s)	
Type of injury	

Condition of site – complete if relevant to accident

Weather		<i>Temperature</i>	
Visibility		Lighting	
Noise		Surface	

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The following four sections (a-d) may assist you in investigating the causes(s) of more significant/complex accidents

a) *Work equipment - complete if relevant to accident to assist investigation*

Item being used	Question	Yes	No	N/A
	<i>Was it fit for task?</i>			
	Was it GCC property?			
	Was it on hire?			
	Was it injured person's personal property?			

b) **Personal protective equipment - complete if relevant to accident to assist investigation**

Type provided	Question	Yes	No	N/A
	<i>Was it being used for task?</i>			
	Was it fit for the task?			
	Was person trained in its use?			
	Was it in good working order/condition?			

c) *Hazardous substances - complete if relevant to accident to assist investigation*

Substance being used	Question	Yes	No	N/A
	<i>Was a CoSHH assessment available?</i>			
	Were control measures in use?			
	Were control measures suitable?			
	Was person trained in control measures?			

d) *Safe systems of work - complete if relevant to accident to assist investigation*

Question	Yes	No	N/A
Was a safe system of work prepared/documented for this activity?			
Was it being used correctly?			
<i>Was it fit for task?</i>			
Was injured person trained in safe system of work?			

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4. Cause(s) of accident. Tick all those that you consider apply and add any others of relevance

Unsafe Acts	Unsafe Conditions
Improper use of equipment Using faulty/defective equipment Removing safety devices or making them inoperative Under the influence of alcohol and/or drugs Failure to wear personal protective equipment (PPE) Horseplay Incorrect lifting techniques Incorrect loading/stacking Operation of equipment without authority Failure to warn or to secure Non-compliance with standards Other -	Poor housekeeping Sharps (glass, needles etc) Insufficient guards/barriers Defective tools, equipment or materials Insufficient or improper protective equipment Insufficient lighting Insufficient ventilation Exposure to excessive noise Insufficient warning signs Non-compliance with standards Animal (bite etc) Other -
Human Factors	Job Factors
Physical incapacity Mental incapacity Lack of knowledge Lack of skill Stress Improper motivation Distraction Attitude Motivation Non-compliance with standards (e.g. training) Other -	Inadequate leadership/supervision Inadequate engineering Inadequate purchasing Inadequate maintenance Inadequate tools/equipment Inadequate materials Inadequate work standards/procedures Inadequate standards Other -

Please provide brief details of any causes identified above:

Was a risk assessment conducted for the activity being done when accident occurred? (Yes/No/N/A)	
If 'yes' has the risk assessment been reviewed and amended?	
Had training been provided for the task being done (if appropriate)? (Yes/No/N/A)	

5. Recommendations to prevent recurrence, responsible person and target date for completion. (State if 'nil'.)

6. Are there any documents that should be retained with this accident record? (Method Statements, photographs, inspection reports, sketches, witness statements, risk assessments etc? (State if 'nil'.)

7. Signatures

Name/post of person completing form			
Signature of person completing form		<i>Date</i>	

Name/post of line manager			
Signature of local/line manager		<i>Date</i>	

8. Next steps

The accident form must now be sent to your *SHE Enterprise* input point unless local input is possible (e.g. schools). If necessary, send an immediate copy with key information and subsequently, when all relevant details have been gathered, send a complete copy. Where appropriate, the accident must be investigated and remedial action implemented to prevent a recurrence.

NB – these input points will change as the reorganisation progresses and the current position is shown on the SHE webpages.

Input points are:

- Adult Services: Send accident forms **by e-mail only** to Adult Services Premises Supplies - premisesupplieshs@gloucestershire.gov.uk .
- County Records Office: Hollie Bradley - Libraries HQ
- Libraries: Send to Local Area Office
- 'Environment' type business services: Carol Hamlin - Office Services
- All other cases (not schools) - send to SHE: she@gloucestershire.gov.uk SHE, Oxleaze Wing, Shire Hall, Westgate Street, Gloucester GL1 2TP