



Home Working Policy

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Executive Summary

Connect2Education Ltd is committed to maintaining the highest standards in all that we do. Educational considerations are taken into account across all our activities.

Home Working Policy

Where a school has requested home working for students, Connect2Education Ltd will request the following:

- Completion of on line referral form by the school or designated teacher.
- Meeting with parents or carer either at school or home visit.

Where possible, follow up meeting with the school to agree curriculum to be taught and agree resource materials.

Due Diligence

Prior to commencement of home tuition school may request photo identification and DBS registration number of the staff member who will visit. Connect2Education Ltd will request that the school have already completed their own safeguarding visit prior to Connect2Education Ltd staff entering premises.

School can request a copy of Liability Insurance with Connect2Education Ltd

Connect2Education Ltd will consult with parents before teaching begins. Parents have an important role to play, whether their child is at home or in hospital. Parents and carers can provide useful information that can inform practice therefore an initial home visit is important.

Working in a residential home

In the case of a looked after child, the LA is responsible for safeguarding the child's welfare and education. Both the LA and primary carers (foster carers or residential social workers) would fulfil the parental role here and should be consulted.

In all cases, where necessary, Connect2Education Ltd will communicate with relevant services (LAs, CAMHS, NHS, schools and, where relevant, school nurses) as this is essential to delivering effective education for children with additional health needs.

For additional meetings there may be a charge. Please see Terms and Conditions at time of booking

Safeguarding

The school will inform Connect2Education Ltd who their designated safeguarding lead is (prior to teaching) and provide contact details including out of hours contact so that our teachers will contact this lead person directly if any safeguarding concerns are raised. The nature of the concerns and the name of the person/s the concerns were passed to will be documented and dated.

There must be a competent adult present in the home (over the age of 18 years of age) whilst the tuition is taking place.

Connect2Education Ltd staff will undertake tuition in public places in the home and agree with parents/carers and corporate parents an appropriate place for tuition to take place in a dining room, lounge or kitchen area at a table.

Connect2Education Ltd staff will not undertake tuition in bedrooms either upstairs or downstairs or any other areas which are not easily see by additional adults – this is to protect children and Connect2Education Ltd staff. Connect 2Education Ltd Staff reserve the right to end a tuition session if they are verbally abused in anyway or feel that their personal safety is at risk. If this happens, the staff member concerned will contact the designated safeguarding lead at the child's school and file a report with Connect2Education Ltd.

Connect2Education Ltd teachers will:

Wear their identification badge at all times during tuition sessions.

Refer any safeguarding concerns to the designated school personnel

Fill in a session by session Individual Education Record with dates and details of each session completed.

Registration and Attendance

Connect2Education Ltd will provide a session by session confirmation of attendance to tuition and provide an Individual Education Report for the school detailing each session delivered and how the student responded.

Rearranging Tuition Sessions

To request school to arrange weekly appointments for tuition, therefore, with the school's agreement, once the necessary paperwork has been completed, the tutor will liaise directly with the parent/carer regarding timing of home tuition.

If a student refuses to engage with the tutor who has arrived at the home as per prior agreement, there will still be a charge for the session. Tutors will remain for the duration of the session and seek to engage the student unless the student becomes violent, verbally abusive or the parent/carer call an end to the tuition session and the tutor leaves the premises.

Our tutors will seek to engage students with their education however there may be some students who are unresponsive or refuse to engage with the learning for the majority of the session. If this is the case, Connect2Education Ltd staff will record this and submit this information as part of the IER.

Connect2Education Ltd staff are not permitted to sanction a child or engage in consequences for refusal to learn – this is the sole responsibility of the parent/carer/corporate parent and school.

Where appointments are rearranged (for example, where a parent/carer has requested an appointment time to be changed more than twice in succession) we will speak with the school and if necessary cease all tuition to ensure that the school have the opportunity to review parent/carer commitment to the education plan and assess on-going support.

Cancellation

Please refer to the Terms and Conditions at time of booking