



St. Mary's Grammar School, Belfast

HOME AND HOSPITAL
VISITS POLICY

December 2017



St. Mary's Grammar School Belfast

Policy on Home and Hospital Visits

Home and hospital visits reflect the caring nature of St. Mary's and are an important element of our Pastoral Care arrangements. Visits are normally made to the home of a pupil who will be absent long-term or to a pupil who has been hospitalised.

The following protocol is in place to ensure the welfare of our pupils and to offer guidance for staff and is centred in our Child Protection Policy.

Protocol

The SENCO (Senior Teacher) is designated to act as our Home/School Liaison Officer.

Notification of the proposed visit must be made in advance to the Pastoral Vice Principal who will record the staff member(s) involved, the date and proposed duration of the visit and the reason for the visit.

No visits can be made without the knowledge and approval of the Pastoral Vice Principal.

In turn, the Principal must be notified if the Pastoral Vice Principal intends to make a home visit.

Home and hospital visits require a prior agreement and arrangement with the parents/guardians of a pupil and, however well intentioned, should not be based on a "drop-in" scenario.

In organising visits, telephone contact must be made directly by the member of staff to a parent/guardian. Staff should never offer or exchange mobile telephone numbers with pupils.

In all cases, the member(s) of staff must ensure the presence of a responsible adult member of the pupil's family throughout the visit. The staff member(s) should record and retain a brief record of the visit.

If exceptional circumstances necessitate an unscheduled visit, the Pastoral Vice Principal must be informed as soon as possible and the visit officially recorded.

Where a teacher makes a social visit to a pupil's home on the invitation of the pupil's parent(s), the teacher is advised though not required to inform the Pastoral Vice Principal.

Any necessary further clarification of this matter can be obtained from the Pastoral Vice Principal.

Approvals

- Signatures:

Principal

Chair of Governors

- Date of approval by Governors:

___ / ___ / _____

- Date of next annual review:

___ / ___ / _____