



# Linden Lodge School

Provider of specialist education since 1903

Title:	Therapy Outreach and Home Visit Policy		
Type:	POLICY		
Review Cycle Frequency:	1 year		
Lead Staff:	H Ashworth		
Support:			
VERSION CONTROL:			
Version No	New document or reasons for revision	Agreed by	Date
1	Created by H Ashworth	Office	December 2022
2	Updated	Lead staff	Autumn Term 2023
3	Updated	HOT	Autumn Term 2024
LINKED INTERNAL DOCUMENTS:			
Lone worker Policy			
LINKED EXTERNAL DOCUMENTS:			

## Equalities Statement:

We have carefully considered and analysed the impact of these policies on equality and the possible implications for people with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

## Requests for Paper Copies:

If you require this policy in a different format e.g. print or braille please contact [co-headteachers@lindenlodge.org.uk](mailto:co-headteachers@lindenlodge.org.uk)

### Wellbeing statement of commitment

We are committed to providing a healthy working environment and improving the quality of working lives for all staff and students. The wellbeing strategy aims to support our mission, core values and freedom of thought and expression, freedom from discrimination and the recognition that our community is our greatest asset. For further information on our schools commitment to wellbeing, please see the Mental Health and Wellbeing Policy and Strategy document, or visit our school website.

## **INTRODUCTION**

Linden Lodge supports pupils from a number of different boroughs, providing therapy within the school to enable pupils to access their education.

- Therapists at Linden Lodge work to a parent partnership model, ensuring the sharing of activities and knowledge for continuity at home of their therapy recommendations when and where appropriate
- Linden Therapists are also responsible for the community support and provision of therapy within the home setting of Wandsworth Pupils.
- Linden Therapists work to standard whereby they, where possible, work collaboratively with external providers both whilst in Linden and when transitioning in and out of the school
- Linden Therapists continue to support Pupils whom are 'Long Distance Learners' and potentially unable to attend the school setting

Due to these reasons mentioned, Therapists are required to support into the home setting and potentially others such as schools, colleges & play settings etc. and will be required to carry out a home visit or an 'Outreach session'.

The purpose of this policy is to outline this provision for our pupil's at Linden Lodge

## **SCOPE**

This policy applies to Therapy Staff working for Linden Lodge and the pupils whom are entitled to this type of provision.

## **POLICY AIMS**

This policy aims to:

- Increase staff awareness of who is entitled to outreach/home visits
- Ensure appropriate attendance of staff to outreach/home visits
- Highlight Lone Working Policy guidance
- Ensure that Linden Lodge complies with relevant health and safety legislation, best practice and relevant LA directives

## **WHO CAN CARRY OUT THESE HOME VISIT**

Qualified Occupational Therapist, Physiotherapists or Speech and Language therapists who are registered with the Health Care Professions Council will be able to complete home visits according to this guidance and the governance of the Lone Working Policy.

Adherence to the HCPC code of ethics and standards is of course required throughout the duration of the home visit.

Parents are required to be present throughout the duration of the home visit.

## **WHO IS ENTITLED TO OUTREACH/HOME VISITS**

1. Wandsworth pupils whom attend Linden Lodge (those with a Wandsworth GP) are supported into the community with regards to Therapy advice and Health equipment. In order to provide this, Wandsworth pupils should have access to a home visit offer from their relevant Therapist **at least** once a year.
2. Pupils who require support with equipment such as walkers, standing frames and sleep systems will receive advice and contact from the Linden Therapists to do so.
3. If Linden Therapists provide equipment into the community they are responsible for supporting the process of servicing and reviewing the equipment in line with the Pupil's growth.
4. Equipment such as home seating, toileting and washing facilities is funded by Social Care Occupational Therapy (SSOT) yet may need joined up care from their key Occupational Therapist from the school for assessment.
5. Bed provision for Wandsworth Pupils comes from Community Nursing care. Therapists may only be consulted or advise alongside the nurses for this provision.
6. Linden Lodge Pupils who attend Residential Care at Richly House, are entitled to out of school hours visits from their School Therapist in order to support their residential care and 24 hour provision and support of their needs where appropriate. This support should be **at least once a year and when provision or guidance to support their needs changes.**
7. Linden Lodge Pupils who are unable to attend daily school secondary to ill health or an agreement for 'Long Distance Learning'. This pupils may require therapy outreach visits to set up, establish and support the pupils and their parents with regards to their therapy input. **This support should include the offer of face to face contact, with ongoing virtual input when and where appropriate.**
8. Linden Lodge Pupils, regardless of their home borough, may require a therapist to join an offsite, medical appointment for joined up care with their relevant health professionals and/ or parents. **This support should be provided when required and appropriate.**
9. Wandsworth Pupils who have been temporarily rehoused within a different borough will remain the 'community therapy providers' until the care is handed

over to the new borough. This will result in the support being in line with Wandsworth Community Pupils.

10. Linden Lodge Pupils whom reside in a borough other than Wandsworth are **not entitled to a home visit** to support into the community setting or support with home equipment provision and ongoing use, **yet if there is a justifiable need this can be discussed with the Head of Therapies and Co-Head teachers.**

## **CONFIDENTIALITY**

During a home visit session, a parent should be present or within close proximity of the session.

Confidentiality and GDPR guidelines should be maintained where possible and information should only be shared outside of the session with those on a need to know basis or for supervision purposes where there is a clear benefit to the child. All supervisors abide by the same code of ethics.

Therapists should take great care in how they handle client details before and after a home visit and should avoid writing personal details on paper that could get easily mislaid such as name and address. Confidential conversations should not be held in open spaces such as the garden. No sessions are to be recorded unless this has been agreed by the parents and there is a clear rationale such as for professional learning which will in turn, support the needs of the child. If a recording is required to be taken, this should be on the Linden Lodge Therapy equipment, uploaded onto Linden Lodge systems and then deleted from the equipment as soon as possible.

## **LONE WORKING**

Please refer to the Linden Lodge Lone Worker Policy for guidance on planning outreach/home visits and the safety requirements undertaken when carrying these visits out.

## **SAFEGUARDING**

Safeguarding children is at the forefront of Linden Lodge's Therapy's practice and if any such issues arise, then you should refer to the Safeguarding Policy and immediately liaise with a clinical Lead or Therapy Manager, available DSL and/or a Co-Head teacher, regarding the concerns.

Whilst on a home visit/ outreach be aware that parents may take the opportunity to divulge information or put upon you something that is not therapy related.

Therapists at Linden Lodge are legally required to share information if they have reason to believe the child or another person is being harmed or at risk of harm as per the Safeguarding Policy.

## **RISK ASSESSMENTS & MANAGING RISK**

For home visits please refer to the Lone Worker Policy

## **DOCUMENTATION**

All documentation and recording of these outreach or home visits will be recorded following Linden Lodge's normal guidance with

- Write Upp
- Earwig for Residential Staff support
- My Concerns for any Safeguarding issues or concerns

Findings and information from these visits will be shared within the pupil's multi-disciplinary team as and when appropriate and necessary.