



Home Support Service

Home Support Policy

Summer 2019

Trinity Fields is a Rights Respecting School, a Healthy School and an Inclusive School.

This policy should be read in conjunction with our pupil friendly and adult version of our “**Shared Values and Aims**”.

Trinity Fields is a Rights Respecting School

Trinity Fields is a Rights Respecting School and we are committed to the principles and values of the United Nations Convention on the Rights of the Child (UNCRC) across all areas of our work.

Trinity Fields is a school where pupils are at the heart of everything we do. As part of our aim to promote a happy and successful school we have successfully been awarded UNICEF’s “**Rights Respecting School Award**” (January 2017).

The ‘Rights Respecting School’ Award (RRSA) helps our pupils become more confident, caring and as independent as possible both in school and within the wider community. By learning about their rights our pupils, your children, also learn about the importance of respecting the rights of others, that is, their responsibilities.

Our pupils are encouraged wherever possible to reflect on how their behaviour and actions affect those around them, which allows us to build and maintain a positive and safe learning environment for all, both in the classroom and around the school site.

Refer to pupil friendly “**Pupil Participation**” policy and our whole school “**Pupil Participation**” policy for further details.

Trinity Fields is a Healthy School

We are also a Healthy School and we take responsibility for maintaining and promoting the health and wellbeing of the Trinity Fields team (pupils, parents/carers, staff, governors etc.). This includes teaching pupils about how to lead healthy lives and enabling both pupils and staff to take control over aspects of the school environment which influence their health.

Refer to “**Health and Well-being for Pupils**” policy and our whole school “**Health and Well-being**” policy for further details.

Trinity Fields is an Inclusive School (IQM Flagship School status)

We have demonstrated through national annual assessment that we have the capacity to play a strong leadership role in developing inclusion best practice across a network of schools; as well as being committed to extending those networks and publish classroom-based research.

Refer to “**Inclusion**” policy and to **IQM assessment reports** for further details.

Education in Wales: Our National Mission

Our work with pupils and their families will be developed building upon Wales’ National Mission. This national mission is ambitious, innovative and confident ensuring that we all take responsibility for all of our pupils to have equal opportunities to reach the highest possible standards.

Trinity Fields will continue to develop as a learning organisation to ensure it has the capacity to adapt to and explore a range of new approaches which results in improved outcomes and well-being for all of our pupils.

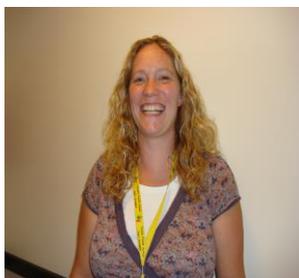
In order to realise our shared vision and approaches in delivering Wales' transformational curriculum that will enable all of the pupils at Trinity Fields to make the progress commensurate with their individual needs we are committed to the 4 key enabling objectives, detailed in **“Education in Wales: Our national mission (2017)”. These are:**

- Developing a high-quality education profession.
- Inspirational leaders working collaboratively to raise standards.
- Strong and inclusive schools committed to excellent, equity and well-being.
- Robust assessment, evaluation and accountability arrangements supporting a self-improving system.

The core purposes and values that are associated with these prestigious national awards are encapsulated in our vision and aims:

“We believe that everyone at Trinity Fields is entitled to have access to the very best learning opportunities. These will be provided within a safe, caring and stimulating environment that will enable all learners to achieve their full potential through learning opportunities that meet their individual needs”.

Home Support team



Michelle Fitton

Assistant Head Teacher Trinity Fields School and Resource Centre in charge of the Home Support Service

Michelle joined Trinity Fields School as the Assistant Head Teacher in charge of the CASS team in January 2013. In addition to leading the CASS team, Michelle also line manages the Trinity Fields Home Support Service. Previously Michelle was the Head of the Caerphilly Specialist Resource Base for pupils with ASD aged 11-16 where she worked for 9 years. She was integral in developing the Resource Base into a highly specialist and successful placement for pupils with a diagnosis of ASD.

Michelle trained as a primary school teacher and specialised in working with children and young people on the Autistic Spectrum. She has worked in a range of educational settings with young people ages 3-19.



**Donna Pugh
Home Support Worker**

Donna has worked as the Home Support Worker for 12 years. Previously Donna worked as a Care Co-ordinator with Action for Children in Caerphilly Children's Centre and in the playroom as the deputy play leader. Donna has worked with children with disabilities and their families for over 19 years.

Donna is the primary point of contact for the Home Support Service.

Michelle and Donna can be contacted at the following address:

Trinity Fields School and Resource Centre
Caerphilly Road
Ystrad Mynach
Hengoed
CF82 7XW
01443 866000

Summary of Privacy Notice: How we will use your information

The Home Support Service will process referrals for support. We will collate the information relevant to your request, your identity and contact details for the purposes of providing you with a response and correspondence.

Involvement from the Home Support Service will involve collating/sharing information with other services areas within Caerphilly Country Borough Council. Your information will be kept for 35 years.

You have a number of rights in relation to your information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way that we have handled your request or your information.

For further information on how we process your information and your rights find a copy of the full Privacy Notice on the Home Support page of the Trinity Fields and Resource Centre Website.

Services provided by Home Support

The service is based at Trinity Fields School and Resource Centre. The team provides support to children and young people (CYP) who attend Trinity Fields and their families.

The service is tailored to facilitate a multi-disciplinary approach in addressing the individual needs of the CYP. Home Support Service work with other agencies & professionals including:

- Social Services
- Child and Adolescent Mental Health Team (CAMHs)
- Pediatricians
- Speech and Language Therapy (SALT)
- Occupational Therapists
- Physiotherapists
- Dietitians
- Nurses
- CASS
- Educational Psychologists
- Any other agencies where appropriate

Types of support can include:

- Home visits on a regular basis (regularity dependent upon the level of need)
- Referrals to other agencies
- Observations of the CYP in various settings.
- Advice for parents.
- Support with appointments.
- Support to complete charity applications
- Target setting with regular reviews and updating of the targets
- Modelling behaviour/approaches and positive interactions
- Resources for the CYP and families
- Telephone support.
- Liaison with a range of professionals and school staff
- Attending annual reviews and multi-disciplinary meetings where appropriate.
- Termly support groups for parents and carers.
- Arrange multi-agency meetings.
- Writing letters of support

Referrals

Parents/carers can request a referral by liaising with the class teacher or by contacting the Home Support Service directly.

All professions can make a referral either by completing the referral form or by writing specifying the support requested. Permission from parents/carers must be obtained before a referral is made. During the initial contact parents are asked to sign consent to allow the Home Support Service to work with the CYP and share information with appropriate agencies.

Parents/carers will be informed of progress and current targets during regular home visits; telephone calls and action plans/exit forms.

Discharge Criteria

- The CYP has achieved the initial targets set.
- The planned piece of intervention or advice has been delivered. The CYP and family can be referred again to Home support in the future if necessary.
- The school or parents/carers feel support is no longer required and request to be discharged from the Home Support Service.
- The CYP, family or school refuses to engage with the service.
- The CYP is no longer a pupil at Trinity Fields School and Resource Centre.

When the young person is discharged from the service a copy Exit Form will be sent to: Parents/carers.

Policy Review

This policy will be reviewed as detailed in the school's policy review cycle. It may also be necessary to review and amend it sooner to reflect both local and national changes. Further updates will be made as guidance on the ALN and ET (Wales) Act and ASD developments are published.

Signed		Headteacher
Signed		Chair of Governors
Date of Review: Summer 2020		

As a Rights Respecting School, we are committed to embedding the principles and values of the United Nations Convention on the Rights of the Child (UNCRC). This policy enables our pupils to access and enjoy the following articles of the convention.

Article 28: Every child has the right to an education.

Article 29: Education must develop every child's personality, talents and abilities to the full.

Article 42: Every child has the right to know their rights.