



Policy Number:	STUDENT 23
Policy Name:	Home School Liaison & Home Visit Policy
Contact Officer:	Deputy Principal
Date Approved by Leadership:	May 09, 2018
Date of Next Review:	May 2021
Related Policies:	

PREAMBLE

God is at the centre of our College...Mercy is the heartbeat of the Gospel. We encourage every student to grow in the fullness of life and realise their potential through the bread we break at school, the bread of relationships and the bread of conversation. Let us engage the heart and bring faith to life and life to faith (Thomas Groome).

LEGISLATION

This policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in *Ministerial Order No. 870*. This policy applies to St Joseph's College staff, including employees, volunteers, contractors and clergy.

1. PURPOSE

1.1 At St Joseph's College we are committed to providing extended pastoral support to staff, families and students. This is in keeping with the core value of Community. We acknowledge that at times there are circumstances which will prove difficult for members of the community to bear alone. We also acknowledge that connectedness is a key element of positive wellbeing. In practice, our home visits address both of these areas of pastoral concern.

2. AIMS

2.1 To address individual or family concerns that have arisen out of events of a challenging nature and are likely to impact the ongoing wellbeing of the enrolled student.

2.2 To liaise between home and school with the clear purpose of keeping all parties informed.

2.3 To link individuals or families to other support professionals or agencies.

3. IMPLEMENTATION

3.1 The Sisters of Mercy have traditionally staffed the role of Home/School Liaison Officer. Where Sisters of Mercy are unavailable, the role may be filled by another staff member.

3.2 Each new family with students completing Year 7 will receive at least one visit from the Home/School Liaison Officer, with the express purpose to welcome and connect.

3.3 Each new student to the College from Years 8 to 12 will also receive at least one visit.

3.4 House Leaders and Wellbeing staff can request a home visit according to information that is conveyed to them by other members of the College community. This may include but is not limited to concerns regarding health, attendance, family breakdown, bereavement, misfortune or financial status.

3.5 Home/Liaison staff make visits to the noted address that is provided by parents/guardians. If no-one is in attendance, then a note is left.

3.6 Counselling staff visits will be undertaken in line with the requirements of each individual case. Where there is potential conflict two staff members are required to attend if it is deemed safe to do so.

3.7 Where a home visit takes place and a parent or guardian is not present with the student then another appointment time will be encouraged.

4. RECORDING

4.1 Home/Liaison staff provide a weekly record of their visits, which are circulated to Wellbeing staff and Leadership.