



# HOME VISITS POLICY

<b><i>DRAFTED BY:</i></b>	Paul Taylor
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# CPD Schools Federation

## HOME VISITS POLICY

### 1. Purpose

1. The purpose of the home visit policy is to ensure good working practice and to provide guidelines in reducing risks to members of staff when undertaking them.
2. To ensure that designated staff follow the correct procedures and policies prior, during and after carrying out a home visit.
3. That necessary information has been obtained prior to home visit in order to carry out the risk assessment.
4. A general risk assessment should be prepared to cover home visits.

### 2. Reasons for home visits

Home visits are important in helping the school to make contact with new or hard to reach parent/carers. They are useful as they enable the parents/carer to have contact with the school, but in their own environment. Home visits are to be used when:

- Pupils are refusing to come into school.
- New Foundations stage pupils are about to join the school (This is the prime use of home visits).
- To undertake an Early Help Record with a family.
- New intake pupils where specific needs have been identified in prior contact.
- Meetings with parents when a child has been flagged up under the Whole School Attribute assessment
- When there are attendance issues/concerns.
- To confirm a family are living at a certain address.
- When all other means of contact with the family has failed.

**Home visits should not be undertaken by any member of staff without the permission of the Headteacher or DSL and Parents/Carers should be informed of the visit prior to arrival. There may be certain circumstances when an unannounced visit may be necessary e.g. to confirm a family live at a particular address.**

### 3. Preparation for home visit:

- Visits should be undertaken by prior arrangement. Parents should be informed by letter or by telephone clearly stating the date, time and purpose of the visit.
- For Health and Safety reasons the head teacher or designated safeguarding lead should be notified of whom you are visiting.
- The school should be given staff mobile numbers for emergencies
- Cultural sensitivity/awareness should be observed during the home visit.

### 4. Carrying out a home visit

- Staff undertaking home visits must have appropriate skills i.e empathy, be non-judgement and have an awareness of confidentiality. If necessary training can be arranged.
- The visit should have a clear outline and purpose enabling parents, carers, children and staff to view it as a positive experience.
- Staff must carry mobile phones and school ID when carrying out a home visit.
- Staff must remember they are visiting someone's home and so should be courteous at all times.
- Staff must ensure that the office knows the location of the visit and planned return time.
- They must ensure they inform the office when they return from a home visit.
- If staff realise that their initial visit will over run, they must contact the school informing them of the revised return time.
- If staff have not returned to school at the planned time the office will contact staff on the visit within 15 minutes of their return time.

- If they do not answer another member of staff will visit the address. Should it be necessary the police will be contacted.

#### **5. Dealing with difficulties and boundaries**

- All home visits must be made by at least 2 members of staff.
- Staff should feedback appropriate information to relevant staff regarding home visit e.g. any child protection concerns arising from home visits should be discussed with the Designated Safeguarding Lead on arrival back at school.
- If staff undertaking the visit feel threatened or at risk, then they will terminate the visit and leave the property. They will record this for future reference.
- Incidences of any abuse against a member of staff during a home visit should be recorded and discussed with the headteacher or a member of SLT. This must be recorded for future reference.
- All staff should have access to a debrief in the event of a difficult home visit.

#### **6. Using information received.**

All information received will be used confidentially and will help staff to learn more about the educational, social, emotional and development needs of pupils.

#### **7. Monitoring and review**

The policy will be reviewed every 3 years unless there is an event that requires an earlier review.

Policy written: February 2017 for Central Park Primary School

Review date: February 2020

Adopted by Federation: February 2020

Next Review date: February 2023



## HOME VISITS – Assessing risks

### **Points to consider when undertaking a Home Visit**

**Each home should be treated as a separate risk. Some homes may have risks from more than one area - each one should be addressed**

1. Is there a history of violence in the home? yes/no
2. Are any members of the family using illegal drugs? yes/no
3. Are any staff members suffering from mental illness/epilepsy or other relevant medical conditions?  
yes/no
4. Are there vicious dogs or other animals present in the home? yes/no
5. Is there a risk of infection e.g. sickness in the family? yes/no

If the answer to any of these is yes, please list any actions you have taken to reduce the risk posed by the relevant points above?

- **Staff should use antibacterial hand wash when undertaking home visits between each visits to minimise the spread of any infections.**
- **Staff must not carry out home visits if they are unwell themselves as they could transmit infection.**