



LEAGRAVE PRIMARY SCHOOL

‘Striving for Excellence, Learning for Life’

HOME VISITS POLICY

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NON-STATUTORY

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils 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.

This policy should be read in conjunction with other relevant policies including, not limited to the Safeguarding Policy, Code of Conduct and Whistleblowing Policy.

The following guidelines are important for all home visits.

- **All home visits conducted by staff *must* be authorised by the Headteacher, or other senior leaders.**
- **All home visits conducted by senior leaders *must* be authorised by the Headteacher.**

This guidance is to be used for off-site meetings with pupils and or parents/carers.

In addition, wherever possible parents/carers should be informed of the home visit prior to arrival, there will be exceptions to this for example a visit to confirm that an absent child is at home when parents/carers are not responding to attempted contact (online contact is not sufficient in these cases) or emergency safeguarding visits.

Home Visit Definition:

A home visit is a visit that requires school staff to enter the home of a parent or carer in the case of an emergency or procedural visit.

1. Aims

The aim of a home visit is:

- To establish a partnership between parents/carers and staff so that all parties share their knowledge about the child to enable the individual needs of the child to be met.
- To develop and strengthen relationships with parents/carers for the best interests of the child.

Reasons for home visits:

Home visits are to be used when:

- Pupils are refusing to come into school; this can be carried out by school staff when there are attendance issues/concerns
- When pupils are being educated at home
- When all other means of spoken contact with a family has failed
- To meet with parents/carers to discuss an issue regarding their child where it is in the best interest of the child to have that discussion in their own home rather than at school *or* where

it would be difficult for parents/carers to attend school for a meeting and information needs to be shared in a face-to-face meeting in a timely manner.

- To try and establish that a child is safe if they are absent from school and attempts to contact parents/carers have not elicited, as a minimum, a verbal response and we have any welfare or safeguarding concerns for the student.
- To introduce staff members from the Foundation Stage to help children settle into school.
- To establish a return date to school.
- Make further contact to establish ongoing reasons for absence.
- To work with and support parents/carers in developing strategies to help their child attend school where attendance is an issue.
- To drop off or collect work for a child when they are completing schoolwork at home.
- To visit a child who has been off school for a period of time, for example, but not exclusively, due to a medical issue, so that they do not feel isolated from school.
- To investigate situations when there are suspicions that someone may be on holiday contrary to earlier indications (for example when a child is not at school and reported as being ill, during the same period for which a request for exceptional leave in term-time had been refused).
- Where the Headteacher deems a visit to be appropriate and of benefit.

2. Procedures

The aim of the home visit procedure is to ensure good working practice and to provide guidelines in reducing risks to members of staff when undertaking home visits.

Before the Visit

- Be familiar with the school's procedures for home visits.
- Be clear about the purpose of the visit.
- Make a written record of the purpose of the visit and the staff members involved.
- Arrange for an appropriate person to accompany you, if required. Home visits should be conducted in pairs, where / if possible. Clarify each person's role. (In some circumstances the school staff may accompany a social worker visit).

- Make sure you are well informed about the subject of the visit. Collect any necessary documentation.
- Consider who you need to see, e.g. one or both parents/carers, with or without the child.
- Make sure you are well informed about the family and are aware of personal circumstances.
- Wherever possible, make an appointment to establish a time convenient to the family and to ensure that everyone you want to see will be present.

During the Visit

- Park in a well-lit area and in a position where you do not need to reverse on leaving.
- Dress appropriately.
- Ensure that there are no animals in the room where a meeting takes place.
- Introduce yourself, have identification available and explain again the purpose of the visit.
- Do not enter the premises unless invited in by a responsible adult.
- Do not enter the premises if invited to do so by a child that is on the premises unsupervised by a responsible adult.
- Only speak to parents/carers or another responsible adult whom a parent/carer has delegated to be there in their absence and who has been given permission to speak about the pupil for whom we are making the home visit.
- Do not speak to siblings other than to ask if their parent/carer is available. Do not discuss the purpose of the visit with siblings or any other unknown young person or adult at the premises.
- If you are concerned that a child is in the home inappropriately alone, unsupervised or in danger contact the school's designated safeguarding lead straight away to discuss your concerns.
- If you feel that a child is in immediate danger contact emergency services on 999.
- Assure parents/carers that you will treat anything they tell you sensitively and will only tell the head teacher or other appropriate staff. Explain that you may need to take notes during the meeting. Do not promise not to relay information to school. Remember that under the child protection procedures you must report disclosures or suspicions to the designated teacher for child protection.
- Be sensitive to the culture, religion etc. of the home. Be prepared to remove footwear if asked.

- Be professional; give professional advice and information rather than personal opinions.
- Be sympathetic but remain neutral. Do not get personally involved. Be discreet but assertive about the direction of the conversation.

After the visit

- Report back to the school and give written feedback to the appropriate staff in line with the school procedures.
- If you are not returning directly to school, telephone the school after the visit to say you have left the home visit.
- Any Child Protection concerns arising from home visits should be discussed with the Designated Safeguarding Lead.

Reports

- It is essential that staff write a short report on every visit they make.
- If an incident does occur the visitor should record all details as soon as possible after the incident before the precise recollection of events fall from their memory.
- If an accusation of abuse is made against the visitor advice should be sought from the Headteacher as soon as possible.

Making Safe Home Visits: Summary

Before

- Be clear about the purpose of the visit.
- Arrange for an appropriate person to accompany you, if possible.
- Be well informed about the subject of the visit.
- Always make sure that the school knows where you are going.

During

- Carry a mobile phone with you.
- Consider who you need to see.
- Where appropriate, make a prior appointment to establish the time of the visit.

- Carry identification.
- Do not stay too long.
- Introduce yourself.
- Be professional.

Action to take if you are threatened

- If you are threatened or prevented from leaving, stay calm and try to control the situation. Try to appear confident, speak slowly and clearly and not be enticed into an argument. Try to diffuse situation by saying you will seek advice from a senior member of staff or colleague.
- Keep your distance, never touch or turn your back on someone who is angry.
- Wait outside the property until all staff involved have arrived.
- If working as a pair agree a code word (safe word) or phrase to alert a colleague that you need assistance or should leave.
- The same code word should be used if you contact the school to alert them that you are in danger and need support.
- Staff must leave the property and reach a place of safety if you have any concerns about personal safety and inform the school immediately.

After

- Report back in school.

or

- If you are not returning directly to school, telephone the school after the visit to say you have left the residence.

If you are concerned about your safety do not visit.

No one should make a visit outside school hours, unless it is deemed an emergency and authorised by the Headteacher.

A **SAFE WORD** should be agreed and recorded on the 'Home Visits Step Analysis of Risk Assessment Intent to Visit'

3. Home Visits Step Analysis of Risk Assessment Intent to Visit

Home Visits Step Analysis of Risk Assessment Intent to Visit

Staff name and contact						
Visiting name and contact number						
Visiting address						
Pupil name						
Date			Time out			
Intended return			Return time			
Accompanied		Persons / organisation				
Transport type	Own car	Shared car	Walk	Bus	Bicycle	M/C
Reason for visit	(Refer to table below)					
Safe word						
Visit authorised by	Signed: _____ * Date and time authorised _____					

****This form should be completed immediately before a visit takes place. If a planned visit is postponed, then the re-arranged visit will require new authorisation.***

Before undertaking a visit, the following “Step Analysis” risk assessment should be completed. The purpose of the visit should be clearly identified, and an individual evaluation of each potential problem made.

Visiting members of staff must take a mobile phone with them.

	Potential Problem	Yes	Explanation of problem (if required).
Task	Enforcement / School policy?		
	Giving bad news?		
	Sensitive discussion?		
	Deliver school materials?		
	Prevent Strategy and / or Supporting British Values		
	Safeguarding / Welfare concern		
	Attendance concern / Investigation / Support		
Self	Stress?		
	Lack of information?		
	Recent incidents or history?		
Environment	Unknown person present?		
	Unfamiliar area?		
	Isolation?		
	Dog / Animals?		
	Paths / Stairwells / Balconies?		
	Exit difficulties?		
Person Visited	Previous incidents / History?		
	Alcohol / Drug misuse?		
	History of mental health issues?		
	Likely anger / History of violence?		
Should the visit take place at all?			Yes / No
Outcome of Visit / Action Plan			

Should the member of staff not return to school by the time given then contact should be attempted by phone, by reception. If no answer can be obtained, then a member SLT should be contacted.

On completing this form, it should be filed in the pupils' file.

A record of the visit should be recorded on ScholarPack.

