



Amington Heath Primary School and Nursery
Home Visits Policy

School Own Policy

Approved on: 08/02/2021

Last review: 07/02/2022

Review by: 07/02/2023

1. Aims:

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

1. To ensure that designated staff follow the correct procedure prior, during and after carrying out a home visit.
2. That staff have followed the school risk assessment for home visits.
3. That necessary information has been obtained prior to home visit in order to carry out risk assessment.

2. Reasons for home visits:

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

- Pupils are refusing to come into school; this is normally the responsibility of the EWO but can be carried out by school staff including the school's Family Support Worker.
- New Foundation Stage pupils are about to join the school
- When there are attendance issues/concerns.
- When pupils are being educated at home
- When all other means of contact with a family has failed.

Home visits should not be undertaken by any member of staff without the permission of the headteacher and parents/carers should be informed of the home visit prior to arrival.

3. Home visit procedures

3.1 Prior to home visit

- Visits should be undertaken by prior arrangement. (The only exception being welfare checks where staff have been unable to contact parents)
- For Health and Safety reasons the headteacher and/or office staff should be notified of whom and where you are visiting.
- The school should be given staff mobile numbers and these should be kept on during the visit.

3.2 During home visit

- Member of staff to phone school at the start of the home visit (before entering the property) to state that the visit is starting and to confirm the expected end time of visit.
- If during the visit, the member of staff feels that more time is needed then they can phone the school and rearrange the agreed end time.
- Member of staff to phone the school at the end of the home visit when 'safe and away' i.e. after exiting the property and at a reasonable distance away (where there is no chance of being asked to re-enter the home) e.g. back inside car.

- If the member of staff does not make contact by the agreed end time, then the school is to phone the member of staff's mobile phone.
- If this is not answered, then the office is to attempt contact using the parent contact details.
- If there is still no response then the school is to escalate and inform police of concerns, inform relevant members of the Senior Leadership Team.

3. Dealing with difficulties and Boundaries:

- All 'new to school' home visits are to be attended by two members of staff.
- The family support worker may make home visits alone as long they deem the risk is minimal and they follow the above procedures.
- Incidences of any abuse on a worker during a home visit should be recorded and discussed with the headteacher.
- All workers should have access to debrief in the event of a difficult home visit.
- Dogs will be asked to be kept securely away during a visit i.e. outside or in another room.
- Cultural sensitivity/awareness should be observed during home visit.

4. 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.
- Staff should feedback information to relevant member/s of staff regarding home visit – Any Child Protection concerns arising from home visits should be discussed with Designated Child Protection Officer on arrival back and recorded on CPOMS.

Date	Page	Comment
Feb 22	P2	Remove reference to Covid pandemic