



Neatishead, Salhouse & Fleggburgh Federation

Home Visits Policy

Our schools aim to be happy and safe places where everyone shares a love of learning. Our Christian core values of respect, responsibility, courage, trust, perseverance and compassion underpin all we do.

'Soar on Wings'

Formally adopted by the Governing Board	
On:-	24th June 2020
Chair of Governors	R Barker
Date for review:-	June 2021
Responsibility	Executive Headteacher

Our school is the secure base from which we ‘soar on wings’ to realise our ambitions.

Through valuing one another and the world in which we live, we flourish.

Through providing rich opportunities, we can imagine fulfilling futures.

Through a shared love of learning, we transform lives.

Home visits may be made by a Pupil and Family Support Worker, teacher, classroom assistant and headteacher. The reason for a visit are most normally linked to attendance issues or transition support.

As staff visiting and possibly entering private property, it is important that all parties are made aware of the rules and procedures. Staff making home visits will maintain the highest standards at all times.

A copy of this policy will be made available to parents and carers.

1. Personal safety

- 1.1. It is the responsibility of staff members to keep themselves safe at all times. They must avoid any situations that may risk their safety.
- 1.2. Staff members must carry a mobile phone at all times. The number will be stored in the school office.
- 1.3. A risk assessment will be carried out prior to the home visit.
- 1.4. Staff members must never enter the home of a pupil unless an appointment has been made and the parent/carer is present. Written confirmation of the appointment including time and location must be recorded and held in the school office.
- 1.5. If the staff members feel that they are in immediate danger, they must contact the police and then notify the school as soon as possible after this.
- 1.6. Details of vehicles used by staff members must be held in the school office. All vehicles must have the required up-to-date insurance.
- 1.7. No staff members will attend any private home alone. There must always be two people.

2. Home Visits

- 2.1 Home visits allow the school to build good home/school partnership practice.
- 2.2 A list of visits will be compiled. This list will include the name and address of the pupil, the name and contact details of the parent/carer, along with the reason for the visit.
- 2.3 The list must be approved and signed by the Headteacher before any visits occur.
- 2.4 If the parent/carer is not present at the arranged time, the staff member should wait no longer than 20 minutes. If the parent/carer does not arrive, the visit will be cancelled.
- 2.5 If the parent/carer has given prior notice that they are running late, the staff member must not enter the house until they arrive. If they are over 30 minutes late, the visit will be cancelled.
- 2.6 Lanyards will be worn at all times and clearly displayed.
- 2.7 A house should not be entered if the staff feel unsafe. The reason for the cancellation will be communicated to the Headteacher in writing.

3. After the visit

- 3.1 Once a visit has ended, any agreements made between staff and parents/carers will be recorded and kept in the pupils file.

4. Child protection and safeguarding

4.1 Before school staff are appointed, the appropriate background checks must be obtained. This must include an enhanced Disclosure & Barring Service (DBS) certificate and barred list check.

4.2 If staff are transporting a pupil, the appropriate car insurance must be in place and there must be an additional adult in the car who has responsibility for the child as an escort.

4.3 The school acknowledge that staff must only ever use physical intervention as a last resort, and it must be the minimal force necessary to prevent injury to another person.

4.4 Any allegations made against staff will be dealt with in accordance with the Whistle Blowing Policy which is on the school website.

5. Review and monitoring

5.1 The Headteacher is responsible for monitoring this policy and procedures and amending it accordingly following any incidents or concerns.

5.2 This policy is reviewed every two years by the Headteacher and Clerk to Governors

6. Covid-19

Only essential home visits will take place until further notice when this guidance will be updated.

An essential home visit must be authorised by the Executive Headteacher.

If authorised:

A separate individual RA will be written taking full account of national and local guidelines with the safety of staff being the priority.