



# Home Visit policy

<b>Formally adopted by the Governing Board of:-</b>	<b>Fairstead Community Primary and Nursery School</b>
<b>On:-</b>	<b>28<sup>th</sup> September 2020</b>
<b>Signed by Chair of Governors:-</b>	

## 1. Legal Framework

- 1.1 This policy has due regard to the following legislation, including, but not limited to the:
- Education Act 1996
  - The Education (Pupil Registration) (England) Regulations 2006
  - Health and Safety at Work Act 1974
- 1.2 This policy is designed to be used in conjunction with other school policies such as:
- Safeguarding Policy
  - Allegations of Abuse Against Staff Policy
  - Positive Handling/De-Escalation Policy
  - Private Car Transport Policy
  - Lone Workers Policy
  - Health and Safety Policy
  - Complaints Policy

## 2. Personal Safety

- 2.1 It is the responsibility of all staff to keep themselves safe at all times. Staff must not conduct visits alone; they must arrange home visits in pairs. They must avoid any situations that may risk their safety.
- 2.2 Staff visiting homes must carry a mobile phone at all times. The number will be recorded and held by the School Business Manager.
- 2.3 Staff will inform the school office where they are going and “check in” after home visits have been completed.
- 2.4 If a staff member feels that they are in immediate danger, they must extract themselves from the location and complete a full report.
- 2.5 Details of the vehicles used by staff whilst conducting any home visits, including make, model, registration number and colour, must be held by the School Business Manager. All vehicles must have up-to-date insurance.

### 3. Home visits

- 3.1 Home visits allow schools to learn the underlying reasons behind poor attendance. By opening a dialogue with parent/carers, relevant staff can offer the required support.
- 3.2 An action/decision list of visits will be compiled and decided at half term/summary meetings and a reactive list on a day to day basis.
- 3.3 If the parent/carers are not present at the home, the staff members should make appropriate enquiries and leave a visit card.
- 3.4 Identification cards will be worn at all times. They will be clearly displayed on the front and outside of clothing.
- 3.5 A house should not be entered if the staff members feel unsafe. If a visit is cancelled because of concerns over safety, the reasons for cancelling the visit must be communicated in writing to the Headteacher, with due to the current risk assessment.
- 3.6 If there are potentially dangerous animals in the house, the staff members will request that they are kept in a separate room. If the parent/carer refuses, or is unable to adhere to this request, the visit will be cancelled.
- 3.7 The reason for the cancellation will be communicated to the Headteacher in writing.
- 3.8 After the visit the staff members will "check in" by calling or returning to school

### 4. After the visit

- 4.1 Once a visit has ended, any agreements made between the staff members and parent/carers will be recorded, this may be in the form of a parent contract and email.
- 4.2 A note will be made in the pupil's attendance record and letters sent if they fail to follow the agreement.
- 4.3 If the pupil's attendance continues to fall and reaches appropriate thresholds, penalty notices and/or Educational Welfare may be considered to be the next course of legal action.

This Policy is to be read in conjunction with

- Safeguarding Policy
- Complaints Policy