



Hunsbury Park Primary School

Home Visit policy

Statement of intent

Hunsbury Park Primary School firmly believes that regular contact with parents and carers is essential to the successful academic development of pupils.

The role of the school liaison officer is crucial to maintaining high standards of effective communication and attendance. With this in mind Hunsbury Park Primary School has established this policy for any staff member who make home visits.

Home visits are a useful way of addressing the problems that lead to poor attendance or academic engagement. However, since staff are entering private property, it is important that all parties are made aware of the rules and procedures. HPPS will maintain the highest professional standards at all times.

A copy of this policy will be made available to parent/carers upon request.

Home Visit Policy and Procedure

Wherever possible parents/carers/guardians (Ps/Cs/Gs) 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 Ps/Cs/Gs are not responding to telephone calls/text messages or for emergency safeguarding visits.

Home Visit Definition

A home visit is a visit that requires member(s) of staff to enter the home of a parent, carer, or guardian in the case of an emergency visit or a procedural visit.

Aims

At Hunsbury Park Primary School we recognise that Ps/Cs/Gs are children's first and most enduring educators and we value the contribution they make.

The aim of a home visit is:

To establish a partnership between Ps/Cs/G's 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 Ps/Cs/Gs for the best interests of the child.

Reasons for home visits:

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

- Students are refusing to come into school
- When there are attendance issues/concerns
- When the student is showing significantly different behaviour at home
- When students are being educated at home
- When all other means of contact with a family has failed
- To meet with Ps/Cs/Gs 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 a Ps/Cs/Gs 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 Ps/Cs/Gs have not elicited a response and we have any welfare or safeguarding concerns for the student.
- To work with and support Ps/Cs/Gs in developing strategies to help their child attend school where attendance is an issue.
- To collect from or drop a child off at home where there are concerns for a child's welfare if they travelled by other means.

- To drop off or collect work for a child when they are completing school work at home e.g. following a fixed term exclusion or medical issue.
- Where it is deemed a home visit is in the best interest of the child and family.
- To visit a child who has been off school for a period of time, for example 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).

Benefits

Home visits have many benefits. For parents, carers, guardians and children, a home visit gives the opportunity to meet a key person in a setting that they are familiar and comfortable with. Other opportunities are to:

- Establish a positive contact with a key member of staff who is supporting the child.
- Meet family members that are important to the child.
- Talk about the child and their needs.

Procedures

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

Before the Visit

- Be familiar with the school's policy and procedure for home visits.
- Be clear about the purpose of the visit. Make sure that a home visit is really necessary. (If possible and/or practical, arrange for Ps/Cs/Gs to come into the school)
- Make a written record of the purpose of the visit and the staff members involved.
- If possible and practical arrange for an appropriate person to accompany you, where possible home visits should be conducted in pairs. Clarify each person's role.
- 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 Ps/Cs/Gs, 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. Either make a phone call or send a letter.
- Inform staff in the office of your intended location before departing for any home visit. Give as much detail as possible including estimated times, addresses and names of residence.

During the Visit

- Park in a well-lit area and in a position where you do not need to reverse on leaving.
- Dress appropriately.
- 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 an adult with parental responsibility (Ps/Cs/Gs) or another responsible adult whom a P/C/G has delegated to be there in their absence and they have given us permission to speak to about the student for whom we are making the home visit.
- Do not speak to siblings other than to ask if their P/C/G is available.
- Do not discuss the purpose of the visit with siblings or any other unknown young person or adult at the premises.
- Do not go upstairs in a property unless accompanied by a responsible adult and then ONLY if you deem it completely safe to do so and necessary.
- Do not enter a child's/young person's bedroom.
- If you are concerned that a child/young person is in the home inappropriately alone/unsupervised/in danger contact the schools designated safeguarding lead straight away to discuss your observations or to seek immediate advice from them if you are uncertain whether the child is alone/unsupervised/in danger. If appropriate the Safeguarding Lead will make a referral to social care.
- If you feel that a child/young person is in immediate danger contact emergency services 999.
- Assure P/C/G that you will treat anything they tell you sensitively. 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 safeguarding lead.
- Be sensitive to the culture, religion etc of the home.
- Be professional; give professional advice and information rather than personal opinions.
- Be sympathetic, but remain neutral. Don't get personally involved. Be discreet but assertive about the direction of the conversation; do not gossip about the school or staff.
- Do not stay too long. Keep to the point.
- Do not carry large sums of money when making a home visit.
- Complete Home Visit Form to evidence visit.

After the visit

- If you are not returning directly to school, telephone the school after the visit to say you have left the home visit and confirm next intended location.
- Any Child Protection concerns arising from home visits should be discussed with designated safeguarding lead on arrival back.

- At school do not discuss individual home visits with staff who are not involved with those particular children.

Home Visit Form

- 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 precise recollection of events fall from their memory.
- If an accusation of abuse is made against the visit/visitor advice should be sought from the head teacher as soon as possible.

Summary

In order to make home visits as safe as possible, staff should:

Before

- Be clear about the purpose of the visit.
- Wherever possible arrange for an appropriate person to accompany you.
- 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.
- Ensure the mobile phone is charged, has signal and is in credit.
- Consider who you need to see.
- Make a prior appointment to establish a time of visit.
- Carry identification.
- Do not stay too long.
- Introduce yourself.
- Be professional.
- Don't carry large sums of money.

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 the 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.
- If working as a pair have an agree code word (safe word) or phrase to alert a colleague that you need assistance or are unable to leave.
- The same code word should be used if you contact 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 school immediately.

After the visit

- Report back at school Or If you are not returning directly to school, telephone the school office after the visit to say you have left the residence.
- Ensure the office know of your next location.

Remember:

- If you are concerned about your safety do not visit.
- It is strongly recommended that no one makes an evening home visit.
- Safe word: To be agreed and recorded in the main office.