



Hunsbury Park Primary School

Home Visit Policy

Last updated: April 2022

Contents:

Statement of intent

1. Legal framework
2. Personal safety
3. Training
4. Home visits
5. Child protection and safeguarding
6. Monitoring and review

Statement of intent

Hunsbury Park Primary School firmly believes that working collaboratively with parents / carers regular attendance is essential to the successful academic development of pupils.

The role of school staff is crucial to the overall performance of the school. With this in mind, we have established this policy for school staff and family support workers (FSW) who make home visits.

Part of the school staff's time may be spent outside school premises. For this reason, we believe that clear procedures must be in place to avoid misunderstandings or confusion about home visits.

Home visits are a useful way of addressing the problems that lead to poor attendance; however, since staff may be entering private property, it is important that all parties are made aware of the rules and procedures. School staff will maintain the highest professional standards at all times.

1. Legal framework

This policy has due regard to relevant legislation and guidance including, but not limited to, the following:

- Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006
- Health and Safety at Work etc. Act 1974
- DfE (2021) 'Keeping children safe in education'
- DfE (2018) 'Working Together to Safeguard Children'
- DfE (2020) 'School attendance'

This policy is designed to be used in conjunction with other policies such as the following:

- Child Protection and Safeguarding Policy
- Attendance and Absence Policy
- Allegations of Abuse Against Staff Policy
- Physical Intervention Policy
- Children Missing Education Policy
- Lone Worker Policy
- Private Car Transport Policy

2. Personal safety

It is the responsibility of staff to keep themselves safe at all times. They will avoid any situations that may risk their safety.

Staff will carry out their work in line with the Lone Worker Policy in order to keep themselves safe from harm while working alone.

When completing home visits, staff will carry a mobile phone at all times. The number will be recorded and held by the headteacher.

When completing home visits, staff will 'check in' by calling the school office every two hours to update the school of their whereabouts.

School staff will not enter the home of a pupil unless an appointment has been made and the parent is present.

If a staff member feels that they are in immediate danger, they will notify the school office who will contact the police.

Details of the vehicles used by school staff, including make, model, registration number and colour, will be held by the school office manager. All vehicles must have the required up-to-date insurance.

3. Training

School staff, more specifically, Family Support Worker (FSW) will be fully trained in safe working practices. The FSW and SBM is responsible for organising the relevant training.

Before performing their duties, staff will undergo the appropriate training. This may include training related to cultural awareness, diversity and racial equality, specific equipment training, manual handling training, first aid, and training in disengagement techniques.

4. Home visits

Home visits allow the school to learn the underlying reasons behind poor attendance. By opening a dialogue with a pupil's parents, staff can offer the required support.

If the pupil's parents are not present at the arranged time, the FSW will wait no longer than 20 minutes. If the pupil's parents do not arrive, the visit will be cancelled.

If the pupil's parents have given prior notice that they are running late, the FSW will not enter the residence until they arrive. If they are over 30 minutes late, the visit will be cancelled.

Once in place, appointment arrangements will be adhered to. Notification will be given to the headteacher if any changes are made.

Identification cards will be worn at all times. They will be clearly displayed on the front and outside of the attendance officer's clothing.

School staff will not enter a pupil's home should they feel unsafe. If a visit is cancelled because of concerns over safety, the reason for cancelling the visit will be communicated in writing to the headteacher.

If there are potentially dangerous animals in the residence, staff will request that they are kept in a separate room. If the parent refuses, or is unable to adhere to this request, the visit will be cancelled. The reason for the cancellation will be communicated to the headteacher in writing.

Before and after the visit, staff will 'check in' by calling the school office.

5. Child protection and safeguarding

School staff will carry out their work in line with the school's Child Protection and Safeguarding Policy at all times.

FSW will not be put in a situation where they are alone with a pupil during a home visit – a parent will always be present.

Physical intervention by staff will be enacted in accordance with the Physical Intervention Policy.

Staff will only ever use physical intervention as a last resort, and it will be the minimal force necessary to prevent injury to another person.

Physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

School staff will report any safeguarding concerns to the DSL or DDSL's as soon as possible.

Any allegations made against attendance officers will be dealt with in accordance with the Allegations of Abuse Against Staff Policy.

Any complaints regarding the attendance officer's conduct or the home visit will be raised in line with the Complaints Procedure Policy.

6. Monitoring and review

The headteacher is responsible for monitoring this policy and procedures and will amend it accordingly following any incidents or concerns.