Home Visits Policy

Date agreed: January 2023

Date of next review: January 2025

Legal framework

1.1. This policy has due regard to relevant legislation 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

1.2. This policy is designed to be used in conjunction with other policies such as the Safeguarding policy.

2. Personal safety

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

2.2. Attendance member of staff must carry a mobile phone at all times. The number will be recorded and held by the school office.

2.3. Records must include the time and location along with the name of the pupil. Signatures of the parents/carers and the attendance member of staff should also be kept if this was the reason for the visit.

2.4. If a member of staff feels that they are in immediate danger, they must call/alert the school office who will contact the police.

3. Home visits

3.1. Home visits allow the school to learn the underlying reasons behind poor attendance or other concerns. By opening a dialogue with parents/carers, staff can offer the required support.

3.2. If the parents/carers are not present at the arranged time, the member of staff should wait no longer than 10 minutes. If the parent/carer does not arrive the visit will be cancelled.

3.3. If the parents/carers have given prior notice that they are running late, the member of staff must not enter the house until they arrive. If they are over 30 minutes late the visit will be cancelled.

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 member of staff feels unsafe. If a visit is cancelled because of concerns over safety, the reason for cancelling the visit must be communicated with the head teacher.

3.6. If there are potentially dangerous animals in the house, the member of staff 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.

4. **After the visit**

4.1. Once a visit has ended, any records must be completed and recorded on CPOMS.