

# Kentmere Academy and Nursery

## Home visits policy



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## Aims:

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

1. To ensure that designated staff follow the correct procedure prior, during and after carrying out a home visit.
2. That staff have followed Health and Safety procedures in notifying the school of home visit and expected return time.
3. That necessary information has been obtained prior to home visit in order to carry out risk assessment.
4. A general risk assessment should be prepared to cover home visits.

## Reasons for home visits:

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

- Pupils are refusing to come into school; this is normally the responsibility of the EWO but can be carried out by school staff or the school's Home School Liaison Workers.
- New Foundation Stage pupils are about to join the school (This is the prime use of home visits) o When there are attendance issues/concerns.
- When pupils are being educated at home – this is normally the responsibility of the Home School Liaison Workers.
- When all other means of contact with a family has failed.

**Home visits should not be undertaken by any member of staff without the permission of the headteacher and parents/carers should be informed of the home visit prior to arrival.**

## Preparation for home visit:

- Where possible, visits should be undertaken by prior arrangement.
- Staff also go on home visits in teams of two – never alone.
- For Health and Safety reasons the headteacher should be notified of whom you are visiting.
- The school should be given staff mobile numbers. Staff should feedback information to relevant member/s of staff regarding home visit – Any Child Protection concerns

arising from home visits should be discussed with Designated Child Protection Officer on arrival back.

- Cultural sensitivity/awareness should be observed during home visit.

### Dealing with difficulties and Boundaries:


- All home visits must be made by at least 2 members of staff.
- Incidences of any abuse on a worker during a home visit should be recorded and discussed with the headteacher.
- All workers should have access to debrief in the event of a difficult home visit.

### Using Information Received

- All information received will be used confidentially and will help staff to learn more about the educational, social, emotional and development needs of pupils.

Signed:  Sarah Isberg (headteacher)

Date: September 2017

Agreed by the Governing Body:   
Simon Day – Chair of Governors September 2017

Review: September 2018

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