

IncludEd Learning
Independent Specialist Education Provider



HOME VISITS POLICY

Home Visit Policy and Procedure

ALL HOME VISITS CONDUCTED BY STAFF *MUST* BE AUTHORISED BY THE SAFEGUARDING LEAD (OR MEMBER OF THE SAFEGUARDING OFFICE) PRIOR TO THE VISIT TAKING PLACE.

In addition, wherever possible parents/carers/guardians 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 parents/carers/guardians are not responding to telephone calls/text messages or 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

The aim of a home visit is:

- To establish a partnership between parent/carers/guardians 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 parents/carers/guardians 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 pupils. They are particularly useful as they enable the pupils 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 students are being educated at home
- When all other means of contact with a family has failed
- To meet with pupils 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 parent/carer/guardian 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 parents/carers/guardians have not elicited a response and we have any welfare or safeguarding concerns for the student.
- To work with and support parents/carers/guardians 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 suspension or medical issue.
- 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 positive contact with a key member of staff.
- 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 members 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 the parents/carers/guardians to come into the school).
- Complete the Home Visit form ensuring it is signed by the Safeguarding Lead (or member of the Safeguarding office).
- Discuss with the Safeguarding Lead whether it is deemed appropriate for the visit to be made alone or whether an additional person is required to protect professional integrity and ensure staff safety.
- If required, arrange for an appropriate person to accompany you; home visits should be conducted in pairs. Clarify each person's role.
- Make sure you are well informed about the family and are aware of personal circumstances. (moved)
- Consider who you need to see, e.g. one or both parents/carers/guardians, with or without the child.
- 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.

- Refer to the '**Community Lone Working Risk Assessment**' (appendix 1), and inform student services of your intended location before departing for a home visit.

During the Visit

- Park in a well lit area and in a position where you do not need to reverse on leaving.
- Dress appropriately.
- Ensure that there are no animals in the room where a meeting takes place.
- Introduce yourself, have identification available and explain again the purpose of the visit, carry your identification, do not use a necklace lanyard.
- 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, (parents/carers/guardians) or another responsible adult whom a parent/carer/guardian 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 parent/carer/guardian 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 contact the schools safeguarding team straight away to discuss your observations or to seek immediate advice from them if you are uncertain whether the child is alone/unsupervised. 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 parents/carers/guardians that you will treat anything they tell you sensitively and will only tell the head or other appropriate staff. 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

- Report back to the school and hand in the completed Home Visit Form to the Safeguarding office in line with school policy.
- If you are not returning directly to school, telephone the school after the visit to say you have left the home visit.
- Any Child Protection concerns arising from home visits should be discussed with the Safeguarding team on arrival back to school.
- At school do not discuss individual home visits with staff who are not involved with those particular children.

Home Visit Form (see Appendix 1)

- 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.

Making Safe Home Visits: summary

Before

- Complete/hand in, 'Community Lone Working Risk Assessment'
- Be clear about the purpose of the visit.
- Arrange for an appropriate person to accompany you, if required.
- Be well informed about the subject of the visit.
- Always make sure that the school knows where you are going, has your mobile telephone number and your safe word is recorded on the Community Lone Working Risk Assessment.

During

- Carry a mobile phone with you.
- Consider who you need to see.
- Make a prior appointment to establish a time of visit.
- Carry identification; do not wear it on a necklace lanyard.
- 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 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 staff attend as a pair, wait outside the property until all staff involved have arrived. Consider whether sending out two members of staff may escalate the difficulties.
- If working as a pair, agree a code word (safe word) or phrase to alert a colleague that you need assistance or should 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

Report back in school.

or

If you are not returning directly to school, telephone the school after the visit to say you have left the residence.

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 on the 'Community Lone Working Risk Assessment'.

APPENDIX 1 : WORK ACTIVITY RISK ASSESSMENT - Community Lone Working Risk Assessment

Task being undertaken: - Lone Working Risk Assessment – out of office

Occupations:- All Staff

Any vulnerable persons particularly at risk:- Safeguarding team aware of named visit

Date of assessment:- Any

Hazards	People	Severity of harm	Likelihood	Risk Level	Controls
Aggressive or violent parent/student / family member	Member of staff may be harmed or injured	Major injury may occur	Remote possibility	LOW	<ul style="list-style-type: none"> - Refer to home visit policy - Risk reduced by informing safeguarding team prior to visit - 2 person visit if aware of home circumstances - Inform reception and sign out so others aware - Take mobile phone for communication
Driving	Member of staff may be harmed or injured	Vehicle breakdown Accident Intruder in vehicle when unattended Use of mobile phone Fatigue	Remote possibility	LOW	<ul style="list-style-type: none"> - Maintain vehicle properly - Belong to a breakdown organisation - Carry torch, phone etc for emergency - Advise team or partner where you are going - Phone in if plan changes - Do not leave valuables in car (e.g. laptop) Avoid risky areas

Movement through public areas e.g. to/from car parks	Member of staff may be harmed or injured	Attack Theft of property	Remote	LOW	<ul style="list-style-type: none"> - Back down from confrontation - Call for help - Use attack alarm Keep valuables secure and out of sight or disguised - Surrender valuables if personal safety is at risk - Use staff bus or public transport if available Post incident support
Illness or injury/accident	Member of staff may be harmed or injured	Illness or injury	Remote	LOW	<ul style="list-style-type: none"> - Alert Emergency services if appropriate - Take mobile phone/communications
Attack by dog or any other animal	Member of staff may be harmed or injured	Major injury may occur	Remote	LOW	

I have read and understand the Lone Working Risk Assessment.

My mobile telephone number is:

My safe word is: **WATER**

Name of person conducting the home visit: _____ Signed: _____

Authorised by: _____ Date and time: _____

APPENDIX 2 : WORK ACTIVITY RISK ASSESSMENT - Community Lone Working Risk Assessment

Task being undertaken: - Lone Working Risk Assessment – out of office
Occupations:-. All Staff

Any vulnerable persons particularly at risk:- Safeguarding team aware of named visit



STAFF HOME VISIT - SECTION A

Name of Staff Conducting Home Visit:			
Job Role:			
Name of Student to be visited:			
Student Address:			
Parents/Carers Name:			
Reason for Home Visit:			
On (Date):		Time:	
Comments:			
Signed Staff:			
Parent/Carer Sign:		Date:	
Visit authorised by Safeguarding Lead:			
Date:		Time:	

A copy of **Section A** of this form **MUST** be left with the pupil's parent/carer.

PLEASE DO NOT WRITE IN THIS SECTION



**IncludEd Learning Learning Learning
STAFF HOME VISIT - SECTION B**

Outcome of home visit:

Action required:

Correspondence **MUST** be recorded on CPOMS by the end of the Day