

HOME VISIT POLICY

September 2025

Policy Review

This policy will be reviewed in full by the Directors on an annual basis unless circumstances require policy update in the interim.

The policy was last reviewed and agreed by the Directors on 01.09.2025.

It is due for review on 01.09.2026 (up to 12 months from the above date).

Signature (CEO):  Date: 01.09.2025

Signature (COO):  Date: 01.09.2025

Version Control

Version	Date	Changes
V1	04.09.2024	Original document
V2	01.09.2025	DSL and DDSL personal and role update Layout update

Statement of Intent

Edit Education intend to develop and strengthen relationships with parents/carers/guardians in order to work together in the best interests of the child. We want to ensure good working practice and to provide guidelines to reduce risks to members of staff when undertaking home visits.

Relevant legislation, statutory and non-statutory guidance

- Education Act 2002
- Working together to safeguard children 2023
- Keeping children safe in education 2024
- Working together to improve school attendance 2024
- Children missing education 2016
- Pupil registration regulations 2006
- Health and safety at work

Relevant members of staff and policy information

Designated safeguarding lead (DSL)	Jamie Bentley
Deputy designated safeguarding lead/s (DDSL/s)	Suzanne Hawkins
Designated Teacher for Children who are Looked After / were previously Looked After	Alex Nangreave
Family support worker	Samantha Neal
Mental health lead	Jamie Bentley
Provision Business Manager (PBM)	Jamie Bentley
Attendance lead	Jamie Bentley

Introduction and definition

Edit Education is committed to safeguarding and promoting the welfare of children. Whilst the expectation is that all students attend the provision regularly, we recognise that there may be occasions when they may be absent or need to be supported at

home and this may require a home visit. Maintaining contact between home and the provision is an important mechanism for ensuring that a child is able to continue accessing their education and in supporting them to return to the provision. The safety of our children and our staff is paramount. This policy has been developed to ensure that home visits undertaken are both safe and effective.

A home visit is a visit that requires members of Edit Education staff to visit the home address of a student to see the child (as part of absence management or in the case of the student being too unwell to attend the provision); or to speak to a parent, carer, or guardian in an emergency or as part of a plan.

Home visits are important in helping the provision to contact new parents/carers/guardians or build relationships where children are finding it difficult to attend the provision. Home visits are also particularly useful in facilitating contact between some parents/carers/guardians and provision staff in circumstances where those parents/carers/guardians are genuinely unable to come into the provision for health/medical or other reasons.

Home visits have many benefits. For parents/carers/guardians and children, a home visit provides an opportunity to meet a key professional from Edit Education who is able to provide support to the child and/or family in an environment that feels safe, familiar and comfortable for the child/family.

Reasons for home visits

Home visits may be undertaken for a variety of reasons. This could include:

- When all other means of contact with a family has failed.
- Children refusing to come into the provision.
- To try and establish that a child is safe if they are absent from the provision; and/or attempts to contact parents/carers/guardians have not elicited a response; and/or the provision has any welfare or safeguarding concerns for the child.
- To work with and support parents/carers/guardians in developing strategies to help their child attend the provision where attendance is an issue.

Home visit procedures

The purpose of a home visit is to see the child and to speak to the parent/carer/guardian. Good practice would dictate that parents are always aware of the visit; but there may be occasional circumstances when this is not in the best interests of the child or practicable. All home visits conducted by staff must be authorised by the DSL or a member of the provision leadership team prior to the visit taking place.

Before the Visit

Staff undertaking home visits should:

- Be familiar with the provision's policy and procedure for home visits.
- Be familiar with the individual student risk assessment and educational plan.
- Follow all health and safety procedures.
- Assess risks to staff for each home visit. Points to consider include:
 - What is known about the child/family? What is unknown and how could this increase any possible risk?
 - Is this a 'doorstop' visit or will the member/s of staff enter the home*?
 - Is there an allocated social worker or other professionals working with the family?
 - Would it be helpful/appropriate/safer to consider a joint visit with another professional working with the family?

** N.B. It is recommended that provisions consider **always** requiring two members of staff to undertake home visits in circumstances where visits will include entering the family home, particularly when the visit is to a family about whom little information is known; previous contact with the family has led to one or more family members becoming angry, aggressive or distressed; and/or the visit is likely to address or identify potentially contentious issues.*

The final decision about a member of staff undertaking a home visit alone must be made by the DSL or a member of the provision leadership team.

- Be clear about the purpose of the visit. Make sure that a home visit is necessary. (If possible and/or practical, arrange for parents/carers/guardians to come into the provision).
- Ensure adequate insurance cover is in place for any off-site visits covering any vehicles used and whether staff are covered by their insurance.
- The parent/carer/guardian should be informed of the visit beforehand unless there is a valid reason to undertake an unannounced visit.
- Ensure provision mobile phone is fully charged.
- Edit Eduaction staff undertaking home visits will phone the provision to confirm they are outside a family's address and immediately after leaving the address at the end of the visit.
- Consider personal safety of all professionals conducting the visit, for example: valuables, parking.
- Consider what resources (e.g. leaflets, forms, signposting) staff need to have with them when undertaking a visit.

During the Visit

Points for Edit Education staff to consider are:

- Having provision official ID available when introducing themselves.
- Being clear about and being able to explain the purpose of the visit to the parent/carer/guardian.
- Only speaking to adults with parental responsibility.
- Not entering the premises if a child is found alone unless it is necessary to do so to safeguard a child in an emergency.
- Being clear about procedures for reporting any concerns, e.g. finding a child in the care of an inappropriate carer.
- In the event that staff find a child not supervised by an appropriate adult or otherwise at risk of harm, they are expected to report back to the DSL.
- Being sensitive to and respectful of the culture and religious beliefs of the parent/carer/guardian.
- Conducting themselves in a professional manner at all times, acting in accordance with provision policies with particular reference to the staff behaviour (code of conduct) and child protection policies.
- Remaining in shared areas of the household during visits, only going into a child's bedroom in exceptional circumstances such as the need to see a child who is too unwell to get out of bed and only when visiting in pairs and with the permission of the child and their parents/carers/guardians.
- Terminating the visit and leaving the household immediately if the member/s of staff consider themselves to be at risk or unsafe.

After the Visit

- Report back to the DSL and provision leadership team.
- If not returning directly to provision, the member/s of staff must telephone the provision as soon as they have left the household to confirm that the home visit has finished.
- The member/s of staff should follow up any required actions as soon as possible after the visit, e.g. updating key professionals, updating provision records including the safeguarding file as appropriate, debrief with the DSL, a deputy DSL and/or PLT as appropriate.
- In the event that a staff member who has undertaken a home visit does not contact the provision at the expected end time of the visit then a further Edit Education member of staff will visit the location. Appropriate actions will follow that may involve the host school and/or the police.