



Home Visits Policy

November 2024

Committee	Date of ratification	Date to be reviewed
Finance & Resources	28.11.2022	2 years, or when new guidance is received
Finance & Resources	25.11.2024	2 years, or when new guidance is received

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

At Queens' Federation, we recognise that parents, carers and guardians are children's first and most enduring educators and we value the contribution they make. The aim of a home visit is:

- To establish a partnership between our families 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 families for the best interests of the child.
- To safeguard children in the school's care.

Reasons for home visits

Home visits are to be used:

- When all other means of contact with a family has failed.
- To try and establish that a child is safe if they are absent from school and attempts to contact the family have not elicited a response and we have any welfare or safeguarding concerns for the child.
- To collect from or drop a child off at home where there are concerns for a child's welfare.
- 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 and where no other means of contact can be arranged.
- To establish early relationships between home and school in the nursery

Procedures

The aim of the home visit policy 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 family member to come into the school)
- Ensure that the Safeguarding Lead knows the address you are attending.
- Ensure that you have a charged mobile phone to take with you and that this contains the school telephone number.

- Discuss with a member of the safeguarding team 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.
- Arrange for an appropriate person to accompany you and clarify each person's role.
- Make sure you are well informed about the family and are aware of personal circumstances.
- Consider who you need to see, e.g. one or both parents, carers or 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.
- Inform a member of the safeguarding team 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 or another responsible adult whom a parent, carer or guardian has delegated to be there in their absence and they have given us permission to speak to about the child for whom we are making the home visit.
- Do not speak to siblings other than to ask if their parent, carer or 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 a safeguarding member of staff will make a referral to social care.
- If you feel that a child/young person is in immediate danger contact emergency services 999.
- Be sensitive to the culture, religion etc of the home.
- Do not carry large sums of money when making a home visit.
- Inform a member of the safeguarding team of your return to school.
- 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.

- If an accusation of abuse is made against the visit/visitor advice should be sought from the Executive Head Teacher as soon as possible.