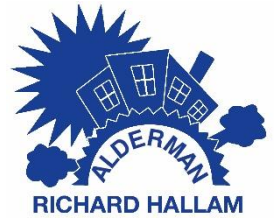




ALDERMAN RICHARD HALLAM PRIMARY SCHOOL

ARH – Educating a community of life-long learners

Home Visits Policy



Home Visits Policy

Introduction

This policy is designed to protect the safety of all school staff carrying out home visits. Where home visits take place, a risk assessment should be discussed before the visit taking place. This will identify any concerns about potential risks and appropriate measures to be taken. If specific information is known about the families, this should be discussed as part of the risk assessment. Where regular home visits are taking place, such as for induction within the EYFS, a risk assessment may be written for all staff.

When EYFS home visits are undertaken, staff will always visit in pairs. Home visits can only take place when the policy and protocols are fully met.

Aims

The aim of our home visit policy is to ensure safe working practices are followed and to provide guidelines in reducing risks to members of staff when undertaking visits. This policy aims to ensure that:

- Designated staff follow the correct procedures prior, during and after carrying out a home visit.
- Staff have followed Health and Safety procedures in notifying a member of the Senior Leadership Team (SLT) regarding the location and time of the home visit.
- A general lone working risk assessment is available to cover home visits which will be amended as appropriate and when necessary.
- Necessary information has been obtained prior to the home visit in order to carry out an informed risk assessment.

Reasons for home visits

Home visits are important in helping the school to make contact with new or hard to reach parents and carers. They are particularly useful as they enable the parent and carer to still have contact with the school, but in their own environment. Home visits may be used for a variety of reasons including, but not limited to:

- Visiting pupils who are refusing to come to school; this is normally the responsibility of the EWO (Education Welfare Officer) but can be carried out by the Safeguarding, Attendance and Admissions Officer, SENDCo or a member of the SLT.
- Making contact with Reception pupils who are new to the school. Home visits will usually be made by the EYFS team.
- When there are current attendance issues/concerns, the Safeguarding, Attendance and Admissions Officer, or a member of SLT, will carry out a home visit.
- Dropping off or collecting work for a child when they are completing school work at home.

- Visiting a child who has been off sick for a period of time i.e. due to a medical condition.
- Investigating situations where there are suspicions that a child may be on holiday contrary to further indications (i.e. when a child is not at school and reported as being ill during the same period a request for exceptional leave in term time had been refused).
- When pupils are being educated at home – this will be the responsibility of the EWO.
- When all other means of contact with the family has failed.
- In unprecedented times, where vulnerable children are not being seen daily at school.

Home visits should not be undertaken by any member of staff without permission from the Headteacher or a member of the SLT. Good practice would be to inform parents and carers prior to the home visit taking place. In certain circumstances, where this is not possible or contact cannot be made, the visit will go ahead to ensure the safety of the child and their family.

Home Visit Expectations

Before the home visit

- Where possible, visits should be made by prior arrangement with the parents or carers.
- Risk assessments for home visits should be discussed and shared with a member of the senior leadership team by the member of staff conducting the visit.
- Best practice would be for staff to carry out home visits in teams of two. However, in certain circumstances the Safeguarding, Attendance and Admissions Officer or Designated Safeguarding Lead may need to make visits alone. This should be noted on the risk assessment.
- For Health & Safety reasons, the Headteacher or Deputy Headteacher should be notified of the visit location and the expected return time.
- The school should have staff mobile numbers. Staff should feedback information to the relevant member/s of staff regarding the home visit – any child protection concerns arising from home visits should be discussed with a DSL immediately on arrival back to school.

During the home visit

- Members of staff should only enter the house if they have been invited to do so by the child's parent or carer and where they feel safe to do so.
- Members of staff should never see a child inside the house unaccompanied.
- The duration of the visit should be kept to a minimum to achieve the purpose of the visit.

Following the home visit

- Staff should contact the school or a member of SLT when they have left the property.

- Members of staff should have the opportunity to debrief following a difficult home visit.
- All information relayed should be treated with professionalism and confidentiality.

Using Information Received

All information received will be used confidentially and will help staff to learn more about the educational needs, social, emotional and developmental needs of pupils. Where necessary, information gained from a home visit may be shared with the EWO, DSLs or CASP.

Policy Links

This policy is to be read in conjunction with the following other policies and documents:

- Lone Working Policy & Procedures

To be reviewed September 2025

Home Visit Risk Assessment

Alderman Richard Hallam Primary School	Assessment by:	Date:
	Approved by:	Date:

1. Hazards What could cause harm?	2. People at Risk Who might be harmed	3. Controls in Place	4. Risk Rating			5. Further Action Required/Recommendations
No adult present/child home alone		Staff not to stay if appropriate adult not present Call to DAS re child home alone	L	M	H	Ensure visits are prearranged Record your visit in a log Report to SLT/Manager
Aggressive Pet		Tetanus Injection Hepatitis Injections Request that pet be in an alternative room or placed outside during the visit				Report to the Police Letter to parent/carer Use of alternative premises
Aggressive Parent/Carer/Family Member		Avoid confrontation Leave the house if situation does not calm Inform SLT/Manager & complete reporting form				Report to Police Appropriate training e.g. dealing with difficult situations and/or parents/carers & children
Staff threatened by parent/carer in the home including physical assault		Staff member to leave Report to SLT/Manager Seek medical advice if needed				Report to Police Use of alternative premises or adult Appropriate training (as above)
Staff 'tricked' into entering house and detained		Contact school if possible School routine to contact staff at set times each session with agreed message to confirm safety				Report to Police Personal panic alarm Signing in/out procedures, including details of visit and return time Buddy system for out of hours

						Appropriate training (as above)
Illegal substances		Leave premises Contact school/safeguarding				Report to appropriate service, e.g. Police, Social services
Accidents on premises e.g. slips, trips or falls		Reporting/Recording Procedures for visits including feedback				
Vehicle Position		Car parking in a safe well-lit area away from property with car facing in the opposite direction				Refer to lone working risk assessment

Personal Safety Guidelines for Home Visits

- Always have a mobile phone charged and available
- Do not give your address or home/mobile numbers to pupils and/or parents and do not contact them on your home/mobile phone as they can then access your personal numbers
- Do not give your mobile phone to a person to use for any reason
- Keep your personal items, purse/wallet, car keys, etc, safe & secure
- Ensure regular contact with school
- Give an emergency contact number to school
- Keep a diary/notes of visit e.g. any issues
- Ask for a copy of any individual pupil risk assessment for information.
- Report any concerns
- Knowledge of written policies & procedures
- Do not enter a house if you feel uncomfortable or are not familiar with the fam

Key:

L = Low Risk

M = Medium Risk

H = High Risk

Monitor

Monitor, review & reduce risk where possible

Further Action Required