

# Mount Primary School



## Home Visits Policy

Updated – April 2020

Ratified by governors -

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## **Rationale**

We feel that home visits are an important way to build positive relationships between home and school. Home visits mainly occur when a new family start with us in FS2, however our Family Wellbeing Worker may carry our visits for other children throughout the school. Home visits are for both sides to share information, which is in the best interests of the child and for support to be offered, if needed. Visits also allow parents/carers to share sensitive information without fear of being interrupted or overheard and for the child to feel relaxed in their home setting. Families should feel empowered after a home visit and feel that their views have been listened to.

## **Procedure Prior to Visit**

- Staff should attend home visits in pairs if possible for their own security. This could be a member of school staff or an outside agency.
- They must take a mobile phone and inform the office of where they are going and at which time. Details should also be entered on the school diary.
- Visiting staff should call the office to confirm arrival and again when left the venue.
- The majority of visits should not be unannounced, however there may be certain situations, such as poor attendance, where an unannounced visit is required.
- The home visit should only go ahead if the parent/carer is present.
- A brief risk assessment should be carried out before the first home visit takes place and referred to for subsequent visits.
- A code word should be set up between the member of staff and the school office in case of emergencies.

## **Procedure During Visit**

- Members of staff should introduce themselves and the purpose of the visit should be explained.
- One adult should lead the visit to avoid the parent/carer feeling overwhelmed.
- Notes should be taken to inform future planning for the family.
- Staff should constantly read the mood of the visit to ensure that they do not put themselves in danger, including animals.
- Confidentiality should be respected at all times, unless there is a CP concern.

## **Procedure After Visit**

- All notes should be written up and shared appropriately.
- Referrals to be made if necessary.
- Dates for a further home visit could be set.

## **In Case of Emergencies**

- The school office should be aware of who is making a home visit and to which family.
- The member of staff's mobile phone number to be easily accessible.
- If the member of staff does not return at the agreed time, then the school office will ring the mobile phone.
- The Police must be called if there is no answer and there is reasonable cause for concern.
- If the school office receive a call from the member of staff and the code word is used, then the police are to be called immediately.

Home visits should always be discussed with a member of SLT and always be carried out in the best interests of the child.