



GREATFIELDS PRIMARY
Excellence for all

Home Visits Policy

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1. Purpose

Greatfields Primary School is committed to ensuring that all home visits are conducted safely, professionally, and in line with safeguarding requirements.

This policy applies to all staff undertaking authorised visits to pupils' homes, including admissions, attendance, welfare checks, and safeguarding-related visits.

The safety and wellbeing of pupils and staff is our highest priority.

2. Safeguarding Commitment

The school fully recognises its statutory responsibility to safeguard and promote the welfare of children.

All home visits are undertaken in accordance with:

- *Keeping Children Safe in Education (KCSIE)*
- School Safeguarding and Child Protection Policy
- Safer Working Practice Guidance

Any safeguarding concerns identified during a home visit will be reported immediately to the Designated Safeguarding Lead (DSL).

3. Approval and Authorisation

All home visits must:

- Be authorised in advance by Headteacher or in absence by a member of Senior Leadership Team (SLT)
- Be recorded appropriately within school systems
- Be planned with consideration of safeguarding and risk factors

Unplanned or informal home visits must not take place, unless these are welfare checks by the safeguarding team.

4. Staffing Arrangements

To ensure safety and safeguarding:

- Home visits will normally be carried out by a minimum of two members of staff
- At least one member of staff will be SLT or DSL-trained
- Staff will be selected based on suitability, experience, and safeguarding training

For admissions home visits (including Reception intake), arrangements will include SLT involvement and appropriately trained staff.

5. Risk Assessment

A risk assessment will be completed where appropriate prior to home visits and will consider:

- Known safeguarding or welfare concerns
- Previous family engagement and context
- Environmental or situational risks
- Staff experience and training
- Travel arrangements and lone working considerations

Risk assessments will be reviewed if circumstances change.

6. Staff Responsibilities

Staff undertaking home visits are expected to:

- Conduct themselves professionally at all times
- Carry a fully charged mobile phone
- Maintain appropriate communication with the school before and after visits
- Follow all safeguarding guidance and training
- Leave immediately if they feel unsafe, where it is safe to do so

Staff must not place themselves or others at unnecessary risk.

7. Communication and Monitoring

Staff will maintain communication with the school office:

- Prior to departure
- Upon arrival (where appropriate)
- Upon completion of the visit

The school maintains oversight of staff whereabouts during home visits for safeguarding and health and safety purposes.

8. Emergency Procedures

All staff undertaking home visits are fully briefed prior to departure on confidential escalation procedures.

In the event of concern for safety, welfare, or any situation where staff require immediate support during a home visit, staff must contact the school office immediately using the school's main contact number.

The school will respond without delay and take appropriate safeguarding action, which may include escalation to Senior Leadership Team (SLT) and/or the Designated Safeguarding Lead (DSL), maintaining contact with staff, initiating welfare checks, and contacting emergency services where necessary.

Staff are instructed to prioritise their own safety at all times and to withdraw from any situation where it is safe and appropriate to do so.

The school will respond promptly to any such contact and will take appropriate safeguarding action, which may include:

- Immediate support from Senior Leadership Team (SLT) and/or Designated Safeguarding Lead (DSL)
- Maintaining contact with staff members
- Initiating welfare checks
- Contacting emergency services (including 999) where there is risk of harm or immediate danger

9. Admissions Home Visits

Home visits carried out as part of the admissions process (including Reception intake) are used to:

- Support transition into school
- Build positive relationships with families
- Gather relevant information to support pupil wellbeing and learning
- 2 adults minimum per home visit- 1 member of staff to be part of the SLT/ Inclusion.

These visits will be conducted in line with safeguarding procedures and approved staffing arrangements.

10. Recording and Documentation

All home visits records are stored securely in line with GDPR and safeguarding requirements.

11. Staff Training

Staff involved in home visits will receive appropriate training, including:

- Safeguarding and child protection
- Safer working practices
- Professional boundaries
- Lone working awareness
- De-escalation and risk awareness

Training is refreshed in line with statutory requirements.

12. Safeguarding Priority

Safeguarding is central to all home visits. Any concern about a child's welfare will be acted upon immediately in accordance with school safeguarding procedures.

13. Monitoring and Review

The Governing Board will monitor the implementation of this policy.

This policy will be reviewed:

- Every two years as a minimum
- Sooner if changes in statutory guidance, safeguarding practice, or Ofsted expectations require amendment

14. Linked Policies

This policy should be read alongside:

- Child Protection and Safeguarding Policy
- Attendance Policy
- Behaviour Policy
- Health and Safety Policy
- Lone Working Policy
- Staff Code of Conduct
- Whistleblowing Policy