



Guyhirn Church of England Primary School & Pre-school

Member of the Diocese of Ely Multi Academy Trust

This policy was ratified on:	9 th February 2022
Reviewed in:	September 2024
To be reviewed in:	September 2026

Home Visits Policy

Our Vision

Agape – To live, to learn, to love together

Through our Christian values we aim to inspire all of our school community to show equality and tolerance to all in a safe, challenging environment.

Developing resilient, aspirational and compassionate individuals who are enthused by all faiths and lifestyles showing faith and belief in one another.

“Live in agreement with one another. Do not be proud but ready to mix with everyone. Do not think yourself better than others.” - Romans 12:16

“An intelligent heart acquires knowledge, and the ear of the wise seeks it out.” - Proverbs 18:15

“Love the Lord your God, and love your neighbour as yourselves.” - Matthew 22:37

Our Values

We are a small, family centered Church of England Primary School that is committed to promoting our Christian values of Thankfulness, Compassion, Creativity, Peace, Hope, Endurance, Forgiveness, Tolerance, Kindness, Respect, Trust and Friendship each linked with the core value of Love.

We are determined to create an inclusive culture of learning where everyone will be challenged in their thinking, to succeed to the best of their abilities and strive to become lifelong learners.

We will empower our children to become respected citizens to enable them to make valuable contributions locally, globally and to contribute to our world's sustainable future.

Rationale

We feel that home visits are an important way to build positive relationships between home and school. Home visits mainly occur for the following reasons:

- when we have been unable to contact a family on the first day of a child's absence from school after all attempts have been made by the school to contact all adults with parental responsibility, and any other emergency contacts listed on the child's file.
- to investigate situations where there are suspicions that someone may be on holiday contrary to earlier indications (for example when a child is not at school and reported as being ill during the same period for which a request for exceptional leave in term-time had been refused).

However, there may be other occasions when a member of staff conducts a home visit.

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.

Procedure

The aim of the home visit policy and procedure is to ensure good working practice and to provide guidelines in reducing risks to members of staff undertaking home visits.

Before the visit

- Be clear about the purpose of the visit.
- Arrange for the visit to be conducted by two members of staff or an outside agency.
- Wherever possible make an appointment to establish a convenient time with the family.
- Inform the school office of the location of the home visit and planned return time if applicable.
- Ensure staff members have a mobile phone and are contactable during the visit and are wearing school ID.
- A brief Home Visiting Risk Assessment (Appendix 1) should be carried out before the first home visit takes place and referred to for subsequent visits.

Procedure during the 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.
- Be sensitive to the culture, religion etc of the home.
- Be professional. Give professional advice and information rather than personal opinions.
- Be sympathetic, but remain neutral. Do not get personally involved, be discreet but assertive.

- Complete the Home Visit Form (Appendix 2) to evidence the visit. Leave a copy of the Home Visit Form for the parent/carer if there is no response.

After the visit

- Staff should report back to school and hand in the completed Home Visit and upload to CPOMS.
- Staff should feedback appropriate information to relevant staff e.g.any child protection concerns should be discussed with the Designated Safeguarding Lead (DSL) immediately upon returning to school.
- Incidences of any abuse against a member of staff during the home visit should be recorded for future reference.
- The DSL will make any referrals as deemed necessary.
- Dates for a further home visit to be set as appropriate.
- If a member of staff is not returning to school after the home visit they should contact the school office to let them know they have left the residence.

In case of emergencies

- If the member of staff does not return at the agreed time, or has not made contact to say they have left the residence, then the school office will ring their mobile number.
- If there is no answer and there is reasonable cause for concern then the Police will be called.
- If the school office receive a call from the member of staff indicating danger or cause for concern by using the agreed code word, then the emergency services should be called immediately.

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

Ratified by the LGB on 24.09.24