

Our Lady of the Assumption Catholic Primary

Open Loving Aspirational



"Let your light shine before others, so they may see your good deeds and praise your Father in heaven." (Matthew 5:16) – Be the light

Home Visits Policy

Date:	September 2026
Reviewed by:	Headteacher
Approved by:	
Date of next review	

1. Aims

At Our Lady of the Assumption Catholic Primary School, our mission is to be an **Open, Loving and Aspirational** community where every child is known, valued and supported to flourish. Home visits are one way in which we strengthen our partnership with families and ensure that children receive the care, support and opportunities they need.

This policy aims to ensure that:

- Staff, parents/carers and pupils understand:
 - When and why our school conducts home visits.
 - How our school conducts home visits safely and effectively.
 - What we do after a home visit has taken place.
- Home visits reflect our school values:
 - **Open:** by encouraging honest communication and positive partnership with families.
 - **Loving:** by demonstrating compassion, respect, dignity and pastoral care.
 - **Aspirational:** by working together to help every child achieve their full God-given potential.
- If there are any concerns about a pupil's safety, welfare or wellbeing during a visit, appropriate action will be taken in line with our Child Protection and Safeguarding Policy.

2. Legislation and Guidance

This policy takes into account the responsibilities laid out in:

- Keeping Children Safe in Education (KCSIE) 2026
- Children Missing Education guidance
- Education for Children with Health Needs Who Cannot Attend School
- Relevant health and safety legislation
- Guidance on getting children ready for reception

3. Definitions

A home visit is a visit that requires member(s) of staff to enter the home of a parent or carer.

There are different types of home visit:

- A procedural visit, for example to drop off or collect work when a pupil cannot attend school.
- A safe and well check (welfare check), for example where there are concerns regarding a pupil's attendance or welfare.
- An early years transition visit before a child begins school to support a positive start and build relationships with families.

4. Roles and Responsibilities

4.1 The Governing Board

The Governing Board is responsible for:

- Approving this policy.
- Ensuring that home visit procedures reflect the school's Catholic ethos and commitment to safeguarding.

4.2 The Headteacher

The Headteacher is responsible for:

- Authorising all home visits.
- Authorising visits with the Designated Safeguarding Lead (DSL) where there is a safeguarding focus.
- Responding to any concerns raised by parents or carers regarding home visits.
- Promoting an approach which reflects the values of being Open, Loving and Aspirational.

4.3 Senior Leaders and the DSL

Senior leaders, including the DSL where appropriate, are responsible for:

- Ensuring staff understand why, when and how home visits are conducted.
- Providing training and guidance.
- Overseeing risk assessments.
- Deciding which members of staff should attend a visit.
- Ensuring staff are not placed at unnecessary risk.
- Ensuring safeguarding concerns are managed appropriately.
- Promoting respectful, supportive and solution-focused engagement with families.

4.4 Staff

Staff are responsible for:

- Adhering to this policy.
- Following agreed procedures before, during and after visits.
- Treating families with dignity, respect and sensitivity.
- Working in partnership with parents and carers in an open and supportive manner.
- Recording and reporting any concerns appropriately.
- Taking reasonable steps to ensure their own safety.
- Informing school of their movements and expected return time.
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4.5 Parents and Carers

Parents and carers are responsible for:

- Communicating any concerns regarding a home visit to the Headteacher.
- Working collaboratively with the school to support their child's wellbeing, attendance and achievement.

5. Reasons for Home Visits

Home visits may be undertaken to:

Build Positive Relationships

In line with our value of being **Open**, home visits may be used to strengthen communication and partnership with families by:

- Meeting families before a child begins school.
- Supporting children during periods of transition.
- Building relationships where families may not be engaging through other forms of communication.
- Developing shared strategies to improve attendance, wellbeing or engagement.

Support Safeguarding and Welfare

In line with our value of being **Loving**, home visits may be conducted to:

- Undertake a safe and well check.
- Support vulnerable children and families.
- Investigate concerns relating to prolonged absence or school refusal.
- Fulfil safeguarding responsibilities, sometimes alongside other agencies.

Promote Achievement and Inclusion

In line with our value of being **Aspirational**, home visits may be undertaken to:

- Support pupils who are unable to attend school due to medical needs.
- Ensure pupils remain connected to their learning and school community.
- Work with families to remove barriers to attendance and achievement.
- Encourage pupils to engage positively with school and reach their full potential.

Procedural Reasons

Home visits may also take place:

- To deliver or collect educational resources.

- To support pupils receiving education outside of school.
- If a pupil is absent and telephone contact has been unsuccessful.
- Following persistent or unexplained absences where the school has welfare concerns.

6. Procedures

6.1 Before the Visit

Staff will:

- Familiarise themselves with this policy.
- Ensure a home visit is necessary and proportionate.
- Consider whether the matter can be resolved through a meeting in school.
- Be clear about the purpose of the visit.
- Review any relevant background information and safeguarding concerns.
- Undertake a risk assessment (Appendix 2).
- Ensure they are accompanied by another staff member where appropriate.
- Arrange the visit in advance where possible.
- Provide parents/carers with an opportunity to ask questions.
- Confirm the address and expected duration of the visit.
- Inform school office staff of visit details, including times and location.
- Familiarise themselves with travel and parking arrangements.

6.2 During the Visit

Staff will:

- Arrive at the agreed time.
- Dress professionally and conduct themselves appropriately.
- Show identification on arrival.
- Explain the purpose of the visit.
- Only enter the property when invited by a responsible adult.
- Speak only with those who have day-to-day responsibility for the child.
- Request that pets are secured away from the area where discussions will take place.
- Respect the family's culture, beliefs and customs.
- Demonstrate the school's values by engaging with kindness, professionalism and respect.
- Keep their phone available throughout the visit.
- Record notes where appropriate.
- Leave immediately if they feel unsafe or uncomfortable.
- Remain alert to safeguarding concerns at all times.
- Contact emergency services if a child or adult is believed to be at immediate risk of harm.

For EYFS transition visits, staff may additionally:

- Spend time getting to know the child and family.
- Share information about starting school.
- Discuss routines, interests and any additional needs.
- Support a smooth and successful transition into school life.

6.3 If an Incident Occurs

Staff will:

- Contact emergency services (999) if immediate danger is identified.
- Leave the property immediately if necessary.
- Inform the Headteacher and/or DSL as soon as possible.
- Record the incident promptly and accurately.
- Participate in any follow-up safeguarding or risk assessment procedures.

6.4 After the Visit

Staff will:

- Inform school immediately when they have left the property.
- Complete records of the visit promptly.
- Share outcomes and concerns with relevant leaders.
- Refer any safeguarding concerns without delay.
- Maintain professional confidentiality.
- Identify any support that may help the child or family thrive and succeed.

6.5 Safeguarding

- Any safeguarding concerns identified during a home visit will be reported immediately to the DSL and managed in accordance with the school's Child Protection and Safeguarding Policy.
- Any allegation made against a member of staff will be managed in accordance with the school's Allegations Against Staff Policy.
- The welfare of the child remains paramount at all times.

7. Monitoring Arrangements

The Headteacher will review this policy every three years, or sooner if legislation or guidance changes.

The Governing Board will be responsible for approving the policy and monitoring its implementation.

Through monitoring, leaders will ensure that home visits continue to reflect our commitment to being an **Open, Loving and Aspirational** school community.

8. Links with Other Policies

This policy should be read alongside:

- Child Protection and Safeguarding Policy
- Attendance Policy
- Behaviour Policy
- Health and Safety Policy
- Risk Assessment Policy
- Children Missing Education Procedures
- Home-School Partnership Agreement
- EYFS Policy
- Admissions Policy
- Allegations Against Staff Policy

Values Statement

At Our Lady of the Assumption Catholic Primary School, we believe that strong partnerships between home and school help every child flourish. Through being Open in our communication, Loving in our care and Aspirational in our expectations, our home visits seek to strengthen relationships, support families and ensure that every child can shine and achieve their God-given potential.