

Our Lady of Walsingham



Home Visits Policy

Adopted by Governors: June 2017

Review date: Summer 2018



Home Visit Policy

Aims of the Policy:

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

1. To ensure that designated staff follow the correct procedure prior, during and after carrying out a home visit.
2. That staff have followed Health and Safety procedures in notifying the school of home visit and expected return time.
3. That necessary information has been obtained prior to home visit in order to carry out risk assessments where necessary.

Reasons for Home Visits:

There are occasions when staff may need to visit family homes, which include:

- Early Years Pre-admission meetings
- A child is starting in a year group other than EYFS mid year.
- Attendance Home Visits
- When pupils are being educated at home
- When all other means of contact with a family has failed or safeguarding concerns.

Home visits should not be undertaken by any member of staff without the permission of the Headteacher.

Objectives of Home Visits for Early Years staff:

- ◆ To build up a warm caring relationship with the child and parent/carer before the child starts school.
- ◆ To meet the child in their natural environment and to establish a friendship to ease the settling in period.
- ◆ To ensure that the child has met staff on familiar territory. This can help the children feel more confident about making the transition from home to school.
- ◆ To encourage parents to share with us as much information as possible about their child. This information will help us get to know the child's needs and to plan an appropriate settling in programme.
- ◆ To get a picture of what the child likes to do at home.
- ◆ To share information about the centre and what happens there.
- ◆ To allow parents/carers to share things in private and without interruption.

Procedures:

- ◆ Staff should attend home visits in pairs for their own security.
- ◆ They must leave a list of where they are going and leave a mobile number with the office. One of the staff should be the key worker for the child being visited.
- ◆ Home visits will not be done uninvited. Staff will have arranged a date and time well in advance of the visit. Parents/carers do not have to have a home visit if they do not wish it. They will be offered an appointment time on their acceptance of place letter.
- ◆ During the visit one adult focuses primarily on the child if this is appropriate and the other adult gathers information about the child from the parent/carer.
- ◆ It is important that this does not become merely a question and answer session. The most important thing is to build up a relationship with the family. (See appendix 1 for information that should be discussed.)
- ◆ It is important that the parent/carer has the time and opportunity to ask questions about the setting.
- ◆ CONFIDENTIALITY SHOULD BE RESPECTED AT ALL TIMES.
- ◆ Cultural sensitivity/awareness should be observed during home visit.
- ◆ On return to school, the office should be notified of the staff's return to the building.
- ◆ In the event that a Home Visit is attended but the parents/carers are not available, a slip will be left at the home (see appendix 2), with contact details for making an alternative appointment. The school should allow three days before contacting the parent to make an alternative appointment.
- ◆ Staff should feedback information to relevant member/s of staff regarding home visits - Any Child Protection concerns arising from home visits should be discussed with Designated Child Protection Officer on arrival back.

Objectives of Home Visits for Attendance:

- ◆ Home visits as a result of non-attendance at school are made in accordance with our Pupil Attendance Policy, where it states that "If a pupil is absent and no notification is received, on the first day of absence a member of staff will attempt to contact the home, as soon as possible after 9.15am. If no contact can be made with the parent, then a home visit may be made to ascertain the whereabouts of the child."
- ◆ To safeguard children when absent from school.
- ◆ To ascertain reasons for persistent absence from school.

Procedures:

- ◆ Staff should attend home visits in pairs for their own security.
- ◆ They must leave a list of where they are going and leave a mobile number with the office.
- ◆ During the visit one adult focuses primarily on the adult, if this is appropriate, and gathers information.
- ◆ It is important that this does not become merely a question and answer session. The most important thing is to build up a relationship with the family and ascertain as much information as possible.
- ◆ CONFIDENTIALITY SHOULD BE RESPECTED AT ALL TIMES.
- ◆ Cultural sensitivity/awareness should be observed during home visit.
- ◆ On return to school, the office should be notified of the staff's return to the building and an Attendance Form is completed on return to school also.
- ◆ In the event that a Home Visit is attended but the parents/carers are not available, a slip will be left at the home (see appendix 3), stating the reason for the Home Visit and the procedures the parents/carers should now follow.
- ◆ Staff should feedback information to relevant member/s of staff regarding home visits - Any Child Protection concerns arising from home visits should be discussed with Designated Child Protection Officer on arrival back.

Dealing with difficulties and Boundaries:

- ◆ All home visits must be made by at least 2 members of staff, unless authorised by the Headteacher.
- ◆ Incidences of any abuse on a worker during a home visit should be recorded and discussed with the Headteacher.
- ◆ All workers should have access to debrief in the event of a difficult home visit.

Appendix One

Our Lady Of Walsingham Catholic Primary School

Home Visit Information Form EYFS children

Name of child	
Date of Birth	
Language(s) spoken at home	
Medical Conditions or requirements	
Any identified Special Educational Needs?	
Has there been any outside agency involvement with the child (e.g. CAMHS; Children Services etc)	
Has your child attended nursery? Where?	
Family circumstances that we need to be aware of.	
Who will be bringing your child to and from school?	

Information	Has been signed or shared with parent
Has the school contact form been filled in?	
Has the Home School Agreement been signed?	
Parentmail explained	
Coolmilk	
Universal Infant School Meals	
Free school meals/pupil premium	
Attendance policy and procedures e.g. school start times, what to do if your child is absent.	
Uniform	

Any other important or relevant information?	
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Appendix Two

Our Lady Of Walsingham Catholic Primary School

Home Visit Information Form Years 1-6

Name of child	
Date of Birth	
Language(s) spoken at home	
Medical Conditions or requirements	
Any identified Special Educational Needs?	
Has there been any outside agency involvement with the child (e.g. CAMHS; Children Services etc)	
What is the name and address of the child's previous school.	
Family circumstances that we need to be aware of.	
Who will be bringing your child to and from school?	

Information	Has been signed or shared with parent
Has the school contact form been filled in?	
Has the Home School Agreement been signed?	
Parentmail explained	
Coolmilk	
Universal Infant School Meals	
Free school meals/pupil premium	
Attendance policy and procedures e.g. school start times, what to do if your child is absent.	
Uniform	

Any other important or relevant information?	
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Appendix 3

Our Lady of Walsingham Catholic Primary School

Occupation Road, Corby, Northamptonshire, NN17 1EE

T: 01536 203805

F: 01536 200702

E: OLPOffice@st-luke-at.co.uk

W: www.ourlady.co.uk



To the parent/carer of:

Address:

Contact Details:

We called at your home today:

Date:..... time:.....

Reason:

Unfortunately you were unavailable. Please contact us on 01536 203805 to arrange an alternative appointment.

Appendix Four

Our Lady of Walsingham Catholic Primary School

Occupation Road, Corby, Northamptonshire, NN17 1EE

T: 01536 203805

F: 01536 200702

E: OLPOffice@st-luke-at.co.uk

W: www.ourladys.co.uk



To the parent/carer of: _____

Address: _____

We called at your home today:

Date: _____ Time: _____

Reason:

Please contact us on 01536 203805 to discuss concerns of your child's attendance at school.

Please be aware that failure to respond could contribute to evidence presented to the Local Authority for their consideration for legal proceedings in respect of your failure as parent or carer to ensure your child's regular school attendance.