

WILLIAM LILLEY

INFANT AND NURSERY SCHOOL



HOME VISIT POLICY

Spring 2025

Governors' Committee Responsible:	Outcomes and Data
Policy Originator:	Sally Beardsley
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Rationale

William Lilley Infant and Nursery School recognises the importance of establishing close working relationships with parent/carers. This is an integral and vital part of our school ethos and is underpinned by our whole school vision:

“We are a nurturing, inspirational family who are determined to succeed.”

There are some occasions where it is felt that a home visit is appropriate. This may be to support in transition arrangements, to provide support for individuals and their families, to support with attendance, for safeguarding or additional pastoral intervention. On these occasions designated members of staff will follow the correct procedures of this policy. The frequency of these visits will vary according to the students' needs. Home visits may be an important part of the overall information gathering process. This also provides an opportunity for parents/carers and the school to work closely together to best meet the needs of the child. Home visits provide an opportunity for parents/ carers to express their opinions in an environment in which they are confident.

Definition

A home visit requires a designated member of William Lilley Infant and Nursery School to visit a parent/carer and their child in their home or place of work for a meeting or discussion.

Objectives

- Appropriate strategies are in place to increase school attendance and help ensure the health and safety of all pupils.
- All pupils receive the required amount of support from the school during times of absence so that, where appropriate, learning can continue.
- Support is given to ensure children's needs are met within school.
- Close links are maintained between school and home within the context of inclusion.

The reasons for a home visit

Under normal circumstances most meetings between the school and the parent/carer will take place on the school site. However, there may be certain circumstances when a home visit is considered appropriate such as:

- As part of transition arrangements
- For safeguarding reasons
- To offer support to the child and family
- Students who are excluded or who are absent due to long term illness
- Students where attendance is a concern or who are refusing to come to school
- Where circumstances dictate that a home-school meeting is more appropriate

Procedures

Before a home visit is arranged, the designated member of staff must ensure that:

- They are accompanied on the home visit either with another member of the William Lilley staff team or professional from another agency
- Staff must carry a mobile phone on their visit
- Staff are aware of Pupils details and relevant history
- Staff take clearly identifiable William Lilley Infant and Nursery School badge
- On leaving the school site staff should sign out at Reception giving full details of destination and expected time of return.

During a home visit:

- ★ Remember that designated members of staff are representing the school. It is important that the discussion focuses on the initial reasons why a home visit has been deemed necessary.
- ★ Take appropriate precautions relating to any current health advice when entering the home.
- ★ The designated member of staff must be fully informed as to the relevant current circumstances and the home situation. Any issues raised by parents at the meeting outside of the scope of the initial reason should be noted and forwarded to a relevant member of staff on return to school.
- ★ If there are any new concerns or unexpected situations on arrival or during the meeting, the designated member of staff must consider if it is safe to proceed/continue with the meeting. If there is any doubt, they must leave and make alternative arrangements to meet with the parents/carers.
- ★ Do not go upstairs in a property unless accompanied by a responsible adult and then ONLY if you deem it completely safe to do so and necessary.
- ★ Do not enter a child's/young person's bedroom.
- ★ If you are concerned that a child/young person is in the home inappropriately alone/unsupervised contact the school's safeguarding team straight away to discuss your observations or to seek immediate advice from them if you are uncertain whether the child is alone/unsupervised. If appropriate the Safeguarding Lead will make a referral to social care.
- ★ If you feel that a child/young person is in immediate danger contact emergency services 999.
- ★ Assure parent/guardian that you will treat anything they tell you sensitively and will only tell the head teacher or other appropriate staff. Explain that you may need to take notes during the meeting. Do not promise not to relay information to school. Remember that under the child protection procedures you must report disclosures or suspicions to the designated person for child protection.
- ★ 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. Don't get personally involved. Be discreet but assertive about the direction of the conversation; do not gossip about the school or staff.
- ★ Do not stay too long. Keep to the point.

After the visit the designated staff must:

- ★ On returning to the school site, sign in at Reception.
- ★ Complete a record of the home-visit when completed for attendance, concerns or safeguarding reasons on CPOMs
- ★ If the designated staff do not return to school at the agreed expected time of return, the member of staff will be contacted on the mobile phone. If contact is not possible, Reception staff will attempt to contact the Pupil's home. If contact has not been made or there is any cause for concern, a member of SLT will be informed to take necessary actions.

Following a home visit, any action regarding issues of attendance, behavioural concerns, issues involving the curriculum, issues of health, issues involving other students will be managed through the schools' practices and procedures.

Monitoring, Evaluation and Review

This policy will be kept under regular review alongside the Safeguarding arrangements.

Links to Other Policies/important documents

This policy will be used in conjunction with:

- ★ Attendance Policy
- ★ Behaviour Policy
- ★ Child Protection Policy
- ★ Supporting Students with Medical Needs Policy

Assessment Appendix 1 **HOME VISITS ACTIVITY RISK ASSESSMENT**

Hazards	People	Severity of harm	Likelihood	Risk level	Controls
Aggressive or violent parent/student/family member	Member of staff may be harmed	Major injury may occur	Low	low	Refer to home visit policy Risk reduced by informing safeguarding team prior to visit Two person visit Inform reception and sign out so others aware Take mobile phone for communication
Driving	Member of staff may be harmed	Vehicle breakdown Accident Intruder in vehicle when unattended Use of mobile phone Fatigue	Low	Low	Maintain vehicle properly Carry phone etc for emergency Advise team where you are going Phone in if plan changes Do not leave valuables in car (e.g. laptop) Avoid risky areas where
Movement through public areas e.g. to/from car parks	Member of staff may be harmed	Attack Theft of property	Low	Low	Back down from confrontation Call for help Use mobile telephone Keep valuables secure and out of sight or disguised Surrender valuables if personal safety is at risk Post incident support
Illness or injury/ accident	Member of staff may be harmed or injured	Illness or injury Take mobile communications	Low	Low	Alert Emergency services if appropriate Alert team members if able to Ensure access to phone Take prescribed medication as directed or as needed Complete injury at work protocol on return
Attack by dog or other animal	Member of staff may be harmed or injured	Major injury may occur	Low	Low	Avoid contact with animals Seek local advice before entering premises with animals Appropriate behaviour near animals – avoid alarming them, e.g. sudden movements