

## **Morecambe Road School – June 2025**

### **Home Visits Policy**

Home visits are becoming an increasingly common part of school life. For this reason, we believe that clear procedures must be in place to avoid misunderstandings or confusion about home visits.

Home visits are useful in a number of ways. They are an effective way of addressing the problems that lead to poor attendance and they are also a useful way of supporting the families of our pupils at times of crisis, illness or with interventions to help improve a situation. However, since the staff member is entering private property, it is important that all parties are made aware of the rules and procedures. The staff members monitoring attendance will maintain the highest professional standards at all times.

#### **Personal Safety**

It is the responsibility of staff members to keep themselves safe at all times. They must avoid any situations that may risk their safety.

- Staff members must carry a mobile phone at all times. The number will be recorded and held by the school office
- Staff members will 'check in' by calling the school office to update the school office of their whereabouts
- An assessment discussion will be conducted by the Central Leadership Team prior to a home visit. If it is felt that a particular home visit poses risks, police accompaniment may be sought for the visit
- Staff members must never enter the home of a pupil unless the parent/carer is present
- Appointment records must include the time and location along with the name of the pupil and visiting staff. These can be uploaded to CPOMS
- If the staff members feel that they are in immediate danger, they must contact the police immediately and then notify the school office as soon as possible after this
- Details of the vehicles used by staff members, including make, model, registration number and colour, must be held by the school office. All vehicles must have the required up-to-date insurance
- It is advised that two staff members will attend any home visit.

#### **Home visits**

- Home visits allow the school to form relationships with families and they may effectively learn the underlying reasons behind poor attendance
- By opening a dialogue with parents/carers, staff can offer the required support
- A list of visits will be compiled. This list will include the name and address of the pupil, the name and contact details of the parent/carers, along with the attendance record of the pupil
- If the visit was pre-arranged and the parents/carers are not present at the arranged time, the staff members should wait no longer than 20 minutes before returning to school
- If the parents/carers have given prior notice that they are running late, the staff members must not enter the house until they arrive. If they are over 30 minutes late then staff members should return to school
- Staff members should wear their identification badges at all times. They will be clearly displayed on the front and outside of clothing
- A house should not be entered if the staff members feel unsafe. If a visit is cancelled because of concerns over safety, the reason for cancelling the visit must be communicated to the Central Leadership Team
- If there are potentially dangerous animals in the house, staff members will request that they are kept in a separate room. If the parent/carer refuses, or is unable to adhere to this request, the visit will be cancelled. The reason for the cancellation will be communicated to the Central Leadership Team
- Before and after the visit staff will 'check in' by calling the school office.

### **Following the visit**

- Once a visit has ended, any agreements made between staff and parents/carers will be recorded and kept on CPOMS
- If staff members become aware of anything that concerns them then they should report this to the Central Leadership Team on immediate return to school
- Reminder letters will be sent to the parents/carers if the pupil fails to adhere to the agreements made during the home visit
- Continued failure to adhere to the agreement will result in a follow-up visit
- If the reason for a visit was to address attendance issues, and a pupil's attendance continues to fall over the course of three months, the appropriate authorities will be notified in order for legal proceedings to be considered.

### **Child protection and safeguarding**

- Before school staff are appointed, the appropriate background checks must be obtained. This must include an enhanced Disclosure and Barring Service (DBS) certificate and barred list check
- If staff are transporting a pupil, the appropriate car insurance must be in place and it is advised that there is an additional adult in the car who has responsibility for the child as escort
- The school acknowledges that staff must only ever use physical intervention as a last resort, and it must be the minimal force necessary to prevent injury to another person; adhering to CPI Guidelines
- Any allegations made against staff will be dealt with in accordance with the Whistle Blowing Policy which is on the school website.

Approved by the Full Governing Body on 18 June 2025

Signature: (Chair of Governors) \_S Mainwaring\_\_\_\_\_

Signature: (Headteacher) \_A Dootson\_\_\_\_\_