



## MELBOURN VILLAGE COLLEGE HOME VISIT POLICY AND PROCEDURE

Date reviewed: (John Barnes - Assistant Principal) September 2022

Date for next review: September 2025

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Document Control		
Edition	Issued	Changes from previous
1	October 2022	

Policies/Documents referred to in this policy	Post holders/Persons named in this policy
This policy <b>links to other school policies</b> on: Safeguardin	Safeguarding Lead Safeguarding team

### Home Visit Policy and Procedure

**ALL HOME VISITS CONDUCTED BY STAFF *MUST* BE AUTHORISED BY THE SAFEGUARDING LEAD.**

In addition, wherever possible parents/carers should be informed of the homevisit prior to arrival, there will be exceptions to this for example a visit to confirm that an absent child is at home when parents/carers are not responding to telephone calls/text messages or emergency safeguarding visits.

#### Home Visit Definition:

A home visit is a visit that requires member(s) of staff to enter the home of a parent/carers in the case of an emergency visit or a procedural visit.

#### Aims

- At Melbourn Village College we recognise that parents/carers are children's first and most enduring educators and we value the contribution they make.

The aim of a home visit is:

- To establish a partnership between parents/carers and staff so that all parties share their knowledge about the child to enable the individual needs of the child to be met.
- To develop and strengthen relationships with parents/carers for the best interests of the child.

#### Reasons for home visits:

Home visits are important in helping the school to make contact with new or hard to reach parents/carers. They are particularly useful as they enable the parents/carers to still have contact with the school, but in their own environment. Home visits are to be used when:

- Pupils are refusing to come into school

- When there are attendance issues/concerns
- When pupils are being educated at home
- When all other means of contact with a family has failed
- To meet with parents/carers to discuss an issue regarding their child where it is in the best interest of the child to have that discussion in their own home rather than at school or where it would be difficult for a parents/carers to attend school for a meeting and information needs to be shared in a face to face meeting in a timely manner.
- To try and establish that a child is safe if they are absent from school and attempts to contact parents/carers have not elicited a response and we have any welfare or safeguarding concerns for the pupil.
- To work with and support parents/carers in developing strategies to help their child attend school where attendance is an issue.
- To collect from or drop a child off at home where there are concerns for a child's welfare if they travelled by other means.
- To drop off or collect work for a child when they are completing schoolwork at home e.g. following a fixed term exclusion or medical issue.
- To visit a child who has been off school for a period of time, for example due to a medical issue, so that they do not feel isolated from school.
- To investigate situations when 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).

## **Benefits**

Home visits have many benefits. For parents/carers and children, a home visit gives the opportunity to meet a key person in a setting that they are familiar and comfortable with. Other opportunities are to:

- Establish a positive contact with a key member of staff who is supporting the child.
- Meet family members that are important to the child.
- Talk about the child and their needs.

## **Procedures**

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

### **Before the Visit**

- Be familiar with the school's policy and procedure for home visits.
- Be clear about the purpose of the visit. Make sure that a home visit is really necessary. (If possible and/or practical, arrange for parents/carers to come into the school)
- Complete the Home Visit form.
- Arrange for an appropriate person to accompany you, home visits should be conducted in pairs. Clarify each person's role.
- Make sure you are well informed about the subject of the visit. Collect any necessary documentation. Check on school's policy and practice.
- Consider who you need to see, e.g. one or both parents/carers with or without the child.
- Make sure you are well informed about the family and are aware of personal circumstances.
- Wherever possible make an appointment to establish a time convenient to the family and to ensure that everyone you want to see will be present. Either make a phone call or send a letter.

### **During the Visit**

- Park in a well-lit area and in a position where you do not need to reverse on leaving.
- Dress appropriately.
- Ensure that there are no animals in the room where a meeting takes place.
- Introduce yourself, have identification available and explain again the purpose of the visit, carry your identification do not use a necklace lanyard.
- Do not enter the premises unless invited in by a responsible adult.
- Do not enter the premises if invited to do so by a child that is on the premises unsupervised by a responsible adult.
- Only speak to an adult with parental responsibility parents/carers or another responsible adult whom a parents/carer has delegated to be there in their absence and they have given us permission to speak to about the pupil for whom we are making the home visit.
- Do not speak to siblings other than to ask if their parents/carers is available. Do not discuss the purpose of the visit with siblings or any other unknown young person or adult at the premises.
- 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 schools 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 parents/carers that you will treat anything they tell you sensitively and will only tell the Principal 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.
- Do not carry large sums of money when making a home visit.
- Record the time and date of your visit.

#### **After the visit**

- If you are not returning directly to school, telephone the school after the visit to say you have left the home visit.

- Any Child Protection concerns arising from home visits should be discussed with the Safeguarding team on arrival back to school.
- At school do not discuss individual home visits with staff who are not involved with those children.

### **Home Visit Form**

- It is essential that staff record the time and date of the visit and any information coming from the visit.
- If an incident does occur the visitor should record all details as soon as possible after the incident, before precise recollection of events falls from their memory.
- If an accusation of abuse is made against the visit/visitor advice should be sought from the Principal as soon as possible.

### **Making Safe Home Visits: summary**

#### **Before**

- Complete individual pupil Risk Assessment'
- Be clear about the purpose of the visit.
- Arrange for an appropriate person to accompany you.
- Be well informed about the subject of the visit.
- Always make sure that the school knows where you are going.

#### **During**

- Carry a mobile phone with you.
- Consider who you need to see.
- Make a prior appointment to establish a time of visit.
- Carry identification; do not wear it on a necklace lanyard.
- Do not stay too long.
- Introduce yourself.
- Be professional.
- Don't carry large sums of money.

#### **Action to take if you are threatened**

- If you are threatened or prevented from leaving stay calm and try to control the situation. Try to appear confident, speak slowly and clearly and not be enticed into an argument. Try to diffuse situation by saying you will seek advice from a senior member of staff or colleague.
- Keep your distance, never touch or turn your back on someone who is angry.
- If staff attend as a pair wait outside the property until all staff involved have arrived. Consider whether sending out two members of staff may escalate the difficulties.
- If working as a pair agree a code word (safe word) or phrase to alert a colleague that you need assistance or should leave.
- The same code word should be used if you contact school to alert them that you are in danger and need support.
- Staff must leave the property and reach a place of safety if you have any concerns about personal safety and inform school immediately.

#### **After**

Report back in school.

or

If you are not returning directly to school, telephone the school after the visit to say you have left the residence.

**If you are concerned about your safety do not visit.  
It is strongly recommended that no one makes an evening home visit.**

**Community Lone Working Risk Assessment *Appendix 1***

**WORK ACTIVITY RISK ASSESSMENT**

**Task being undertaken: - Lone Working Risk Assessment – out of office**

**Occupations:-. All Staff**

**Any vulnerable persons particularly at risk:- Safeguarding team aware of named visit**

**Date of assessment:- Any**

<b>Hazards</b>	<b>People</b>	<b>Severity of harm</b>	<b>Likelihood</b>	<b>Risk Level</b>	<b>Controls</b>
Aggressive or violent parent/student/family member	Member of staff may be harmed	Major injury may occur	Remote possibility	low	Refer to home visit policy Risk reduced by informing safeguarding team prior to visit 2 person visit if aware of home circumstances 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	Remote possibility	Low	Maintain vehicle properly Belong to a breakdown organisation Carry torch, phone etc for emergency Advise team or partner 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	remote	Low	Back down from confrontation Call for help Use attack alarm Keep valuables secure and out of sight or disguised Surrender valuables if personal safety is at risk Use staff bus or public transport if available Post incident support
Illness or injury/ accident	Member of staff may be harmed or injured	Illness or injury Take mobile communications	Remote	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	Remote	Low	Avoid contact with animals Seek local advice before entering premises with animals Appropriate behaviour near animals – avoid alarming them, e.g. sudden movements

**Melbourn Village  
College**

Person visiting \_\_\_\_\_ Job Role \_\_\_\_\_

Visited Home Address \_\_\_\_\_

Student Name \_\_\_\_\_

Reason for calling \_\_\_\_\_

On (date) \_\_\_\_\_ at (time) \_\_\_\_\_

Comments \_\_\_\_\_

Signed \_\_\_\_\_ (Staff Name) \_\_\_\_\_

Signed \_\_\_\_\_ (Parent/Guardian Name) \_\_\_\_\_

Visit authorised by Safeguarding Lead: Date: \_\_\_\_\_ Time: \_\_\_\_\_

The top copy of this **MUST** be left at the home.

**PLEASE DO NOT WRITE IN THIS SECTION**



**Melbourn Village  
College**

Person visiting \_\_\_\_\_ Job Role \_\_\_\_\_

Visited Home Address \_\_\_\_\_

Student Name \_\_\_\_\_

Reason for calling \_\_\_\_\_

On (date) \_\_\_\_\_ at (time) \_\_\_\_\_

Comments \_\_\_\_\_

Signed \_\_\_\_\_ (Staff Name) \_\_\_\_\_

Signed \_\_\_\_\_ (Parent/Guardian Name) \_\_\_\_\_

Visit authorised by Safeguarding Lead: Date: \_\_\_\_\_ Time: \_\_\_\_\_

The top copy of this **MUST** be left at the home.

Outcome of home visit

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Action required

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Yellow copy to CP file. Pink copy to home visit file. Any subsequent correspondence must go on CP file.