

Policy name: Whole School Home Visit Policy and Procedure  
Reviewer: L Kelly (SENDCO)  
Date of last review: September 2025  
Date of next review: September 2026

## WHOLE SCHOOL HOME VISIT POLICY AND PROCEDURE



### Governing Body Approval

Policy approved by:

**Mr J Livesey** (NAME)



(SIGNATURE)

**Foundation Governor** (GOVERNOR POSITION)

**23<sup>rd</sup> September 2025** (DATE)

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### Whole School Home Visit Policy and Procedure

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<b>Safeguarding Governor</b>	Emma Sutcliffe
<b>Date Created</b>	Sept 2025
<b>Approved by the Governing Body</b>	
<b>Date of Review</b>	Sept 2026

#### ***ALL HOME VISITS CONDUCTED BY STAFF MUST BE AUTHORISED BY THE LEAD DSL***

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

#### **Home Visit Definition:**

A home visit is a visit that requires members of staff to enter the home of a parent, carer, or guardian in the case of an emergency visit or a procedural visit.

#### **Aims:**

- At Blessed Trinity Roman Catholic College we recognise that Ps/Cs/Gs are pupil'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 Ps/Cs/Gs and staff so that all parties share their knowledge about the pupil to enable the individual needs of the pupil to be met.
- To develop and strengthen relationships with Ps/Cs/Gs for the best interests of the pupil.

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### **Reasons for home visits:**

- Home visits are important in helping the school to make contact with new or hard to reach Ps/Cs/Gs. They are particularly useful as they enable the Ps/Cs/Gs 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 Ps/Cs/Gs 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 Ps/Cs/Gs 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 Ps/Cs/Gs have not elicited a response and we have any welfare or safeguarding concerns for the student.
- To work with and support Ps/Cs/Gs in developing strategies to help their child attend school where attendance is an issue.
- To drop off or collect work for a child when they are completing school work 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, guardians 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**

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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 Ps/Cs/Gs to come into the school) Discuss with Senior Leadership Team (SLT).
- Arrange for an appropriate person to accompany you, home visits should be conducted in pairs unless this isn't possible. If this is the case, please inform the lead DSL. Clarify each person's role. All staff accompanying visits aware that information relating to families is confidential.
- 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 Ps/Cs/Gs, 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. Have a calling card to leave if the family are not at home with the date and time of the visit.
- Complete Home Visiting Risk Assessment Appendix 1 when you visit the home for the first time.
- Refer to the 'Home Visiting Risk Assessment' (appendix 1), and inform staff of your intended location before departing for a home visit. If you are visiting more than one location provide details of all addresses.

### **During the Visit**

- Park in a well-lit area and in a position where you do not need to reverse on leaving.
- Dress appropriately.
- 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 (Ps/Cs/Gs) or another responsible adult whom a P/C/G has delegated to be there in their absence and they have given us permission to speak to about the student for whom we are making the home visit.

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- Do not speak to siblings other than to ask if their P/C/G 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 and are unable to contact Ps/Cs/Gs contact emergency services on 999, stay at the property and contact school to speak to a member of SLT.
- If you feel that a child/young person is in immediate danger contact emergency services 999, stay where you are, contact school to speak to a member of SLT.
- Assure P/C/G 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. Have a time limit set for the visit.
- Do not carry large sums of money when making a home visit. Do not have any personal items.
- Make notes if making multiple visits.

#### **After the visit**

- Report back to the school and complete CPOMS record of visit alerting appropriate staff members.
- 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 SLT on arrival back to school.
- At school do not discuss individual home visits with staff who are not involved with those particular children.
- Update the Home Visiting Risk Assessment if needed.

#### **Recording Visits**

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- It is essential that staff write a short report on every visit they make on CPOMS.
- If an incident does occur the visitor should record all details as soon as possible after the incident, before precise recollection of events fall from their memory.
- If an accusation of abuse is made against the visit/visitor advice should be sought from the head teacher as soon as possible.

## Summary

### Making Safe Home Visits:

#### Before

- Complete/hand in, a list of the names and addresses of the families you will be visiting and give this to a member of staff in the office, a clear time of when you intend to be out of each visit needs to be identified so that office staff are aware. Provide the number of the mobile phone you have with you. Provide details of the make, model, registration number and colour of the car you will be using.
- Be clear about the purpose of the visit.
- Arrange for an appropriate person to accompany you. No visits to take place by individual members of staff unless unavoidable.
- Be well informed about the subject of the visit.
- Complete a Home Visit Risk Assessment form.

#### 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 any personal items, e.g. cash, handbag.

#### 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.
- A code phrase should be used if you contact school to alert them that you are in danger and need support. **“Please let Mrs Smith know I will be late for our appointment”**.

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- 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 more than one visit you must call school in between each visit.
- Office staff must keep a record of which visit you are currently at.

#### **Actions for Office staff members**

Office staff to be mindful of the visiting time proposed to end, if this has expired past 30 minutes and a call has not received they must;

- Attempt to contact both staff members carrying out the visit.
- Inform a member of SLT.
- Contact the police to alert them of concern if needed.

**If you are concerned about your safety do not visit. It is strongly recommended that no one makes any home visit outside of school opening hours.**

**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:
- **Senior Leadership team aware of named visit**
- **Date of assessment:**

<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 SLT prior to visit. 2 person visit at all times. Inform reception and sign out So others aware. Take mobile phone for communication. Complete risk assessment.

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 office staff where you are going. Phone in if plan changes Do not leave valuables in car (e.g. laptop) Avoid risky areas
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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 Keep valuables secure and out of sight or disguised Surrender valuables if personal safety is at risk Use public transport if available Post incident support
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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 SLT 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

Appendix 1

**Home Visiting Risk Assessment**

Child and Parent/Carer/Guardian Names	Address	Contact Details	
Date completed:	By Whom:		
		<b>Yes</b>	<b>No</b>
Have any risk been identified by any other agency?			
Are the entrances /exits to the property easily accessible?			
Are there any dangers/hazards associated with the property?			
Are you aware of any intimidating /threatening clients, relatives or friends living at or likely to visit the property?			
Are there pets in the household, are they threatening?			
Are you confident all safety measures are in place?			
Do any members of the household smoke, have you discussed smoking policy?			
Do you think contact should be made outside of the home?			
Areas of concern			
Action (s) to eliminate/reduce risk?			By whom?
Date	Manager's signature	Worker	Other agency
Date of review			