



## Home Visit Policy

Date	September 2018
Written by	Hexthorpe Safeguarding Lead
Review Date	September 2019

# Home Visit Policy

## Academy Aims

- To strive for the highest standards in all that we do
- To recognise and reward achievement, commitment and success
- To provide access for all to a broad, balanced and relevant curriculum
- To value and respect each other as individuals
- To encourage all to be responsible members of the community

## Definition

A home visit requires a designated member of Hexthorpe Primary Academy to visit a parent/carer in their home or place of work for a meeting/discussion.

## Rationale

Hexthorpe Primary Academy recognises the importance of establishing close working relationships with parent/carers. There are some occasions where it is felt that a home visit is appropriate. 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 academy 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.

## Objectives

1. Appropriate strategies are in place to increase academy attendance and help ensure the health and safety of all pupils.
2. All pupils receive the required amount of support from the academy during times of absence so that, where appropriate, learning can continue.
3. Pupils who have been excluded are quickly reintegrated back into the academy environment to continue their learning.
4. Close links are maintained between academy and home within the context of inclusion.

## The reasons for a home visit.

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

1. Pupils who are excluded;
2. Pupils absent due to long term illness;
3. Pupils where attendance is a concern or who are refusing to come to the academy.
4. Where circumstances dictate that the parent/carer is unable to come to the academy for a meeting.

## **Procedures**

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

- The visit is planned and coordinated through the Pastoral Team.
- Two members of staff must always attend home visits. If pastoral are unavailable then a member of the admin team will support.
- Both members of staff must take mobile phones and have them switched on. The contact details must be given to the admin team.
- Attendance home visits must take place daily, (if necessary) directed by the pastoral team. If pastoral are unavailable then two members of the admin team must complete home visits.
- They make themselves aware of the pupils' details and relevant history.
- A discussion/meeting with the Principal or SLT to take place if the home visit is of a Safeguarding nature.
- They have a clearly identifiable Hexthorpe Primary Academy name badge.
- On leaving the academy site they sign out at Reception giving full details of destination (home visit record copied to the admin team) and expected time of return.

During the visit, the designated member of staff is representing the academy. It is important that the discussion focuses on the initial reasons why a home visit has been deemed necessary. The designated member of staff must be fully informed as to the 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 the academy.

The Principal, a member of SLT, or the admin team must be aware of which staff are on visits. During the visit, 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.

After the visit the designated member of staff must:

- On returning to the school site, sign in at Reception and make staff aware that they have returned.
- Complete a CPOMs record of the discussion and action points from the home visit.

If the designated member of staff does not return to the academy at the agreed expected time of return:

- It is the responsibility in the first instance for the admin team to contact the staff member via their mobile phone.
- If contact has not been made or there is any cause for concern, the duty member of SLT will be informed. Where necessary, a member of SLT will contact the police.

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 Policy by the Senior Leadership Team, and the Governors.

### **Links to Other Policies/important documents**

This policy will be used in conjunction with

- Attendance Policy
- Safeguarding Policy