

Home Visit Policy

“What does the Lord ask of you? To act justly, to love mercy and to walk humbly with your God.”

(Micah 6:8)



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Statement of Intent

In our school, our Christian vision shapes all we do. All members of the school community are committed to upholding the St Michael's Church of England Christian values:

- to show love, care, and kindness to all in our community
- to value what we have and to share with others
- to enable everyone to achieve their full potential

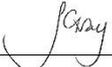
Parents are children's prime educators in their earliest years, and they continue to play a major role in their child's learning in the secondary school setting. St Michael's Church of England High School recognises that, when staff and parents work together to support children's learning, it can have significant positive effects on the way in which children value themselves and those around them. In addition, St Michael's Church of England High School firmly believes that regular attendance is essential to the successful academic development of pupils.

St Michael's Church of England High School recognises that there may be an increased risk to the health and safety of staff when conducting home visits. This policy has been established to identify risks and manage them accordingly.

The school has a duty under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to ensure, as far as is reasonably practicable, the health, safety and welfare of employees.

A copy of this policy will be made available to parents/carers.

Signed by:

 _____	Headteacher	Date: <u>10.10.2019</u>
 _____	Chair of governors	Date: <u>10.10.2019</u>

Date of adoption	April 2010
Date of review	10 th October 2019
Review date	December 2022

1. Rationale

- 1.1 St Michael's Church of England High School firmly believes that regular attendance is essential to the successful academic development of pupils. In addition, the school 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 procedures of this policy.
- 1.2 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. Intervention strategies that may be required will be outlined on the student's Care Plan or Individual Education Plan.
- 1.3 Home visits provide an opportunity for parents/ carers to express their opinions in an environment in which they are confident.
- 1.4 A home visit requires a designated member of St Michael's Church of England High School to visit a parent/carer in their home or place of work for a meeting/discussion.

2. Legal Framework

- 2.1 This policy has due regard to the following legislation, including, but not limited to the:
 - Education Act 1996
 - The Education (Pupil Registration) (England) Regulations 2006
 - Health and Safety at Work etc. Act 1974
- 2.2 This policy is designed to be used in conjunction with other school policies such as:
 - Allegations of Abuse Against Staff Policy
 - Child Protection and Safeguarding Policy
 - Physical Restraint and Reasonable Force Policy
 - Young Carers Policy

3. Objectives

- 3.1 All students receive the required amount of support from the school during times of absence so that, where appropriate, learning can continue.
- 3.2 Students who school refuse are quickly reintegrated back into the school environment to continue their learning.
- 3.3 Close links are maintained between school and home within the context of inclusion.

4. Reasons for a Home Visit

- 4.1 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:
 - a) students with poor attendance
 - b) students who are excluded
 - c) students absent due to long term illness

- d) students who are refusing to come to school
- e) where circumstances dictate that the parent/carer is unable to come to the school for a meeting

5. Personal safety

- 5.1 It is the responsibility of staff members to keep themselves safe at all times. They must avoid any situations that may risk their safety.
- 5.2 Staff members must carry a mobile phone at all times. The number will be recorded and held by the school business manager.
- 5.3 Staff members will 'check in' by calling the school office every two hours to update the school office of their whereabouts.
- 5.4 A risk assessment will be conducted by the Business Manager: Finance prior to a home visit. If a particular home visit poses new risks, the risk assessment will be amended before the visit.
- 5.5 Staff will only undertake home visits when accompanied by another member of staff.
- 5.6 Staff must never enter the home of a pupil unless the parent/carer is present. Written confirmation of the appointment must be recorded and held in the school office.
- 5.7 Appointment records must include the time and location along with the name of the pupil. Signatures of the parents/carers and the staff member should also be kept.
- 5.8 When working alone, the staff member will have a mobile phone with them at all times.
- 5.9 If a staff member feels that they are in immediate danger, they must use their phone to contact the police.
- 5.10 Details of the vehicles used by staff members, including make, model, registration number and colour, must be held by the Business Manager: Finance. All vehicles must have the required up-to-date insurance.

6. Training

- 6.1 Staff members will be fully trained in safe working practices. The Business Manager: Finance is responsible for organising the relevant training.
- 6.2 Before performing their duties, staff members will undergo the appropriate training. This includes training related to cultural awareness, diversity and racial equality, manual handling training, and training in disengagement techniques.

7. Procedures

7.1 Before the Home Visit

- 7.1.1 A list of visits will be compiled on a daily/weekly basis. This list will include the name and address of the pupil, the name and contact details of the parent/carers, along with the reason for the visit.
- 7.1.2 The list must be approved and signed by the deputy headteacher before any visits occur. If the parents/carers are not present, the staff member should wait no longer than 20 minutes. If the parent/carer does not arrive the visit will be cancelled.
- 7.1.3 Identification cards will be worn at all times. They will be clearly displayed on the front and outside of clothing.
- 7.1.4 A house should not be entered if the staff member feels unsafe. If a visit is cancelled because of concerns over safety, the reason for cancelling the visit must be communicated in writing to the deputy headteacher.
- 7.1.5 If there are potentially dangerous animals in the house, the staff member 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 deputy headteacher in writing.
- 7.1.6 Before and after the visit the officer will 'check in' by calling the school office. In addition, the school office will regularly check in with the staff member.
- 7.1.7 If staff do not return to school at the agreed expected time of return or fail to check in, it is the responsibility in the first instance for the Headteacher's PA, Office Manager and HR Lead:
 - to contact the staff member via their mobile phone. In their absence, the alternative member of staff will ring
 - If contact is not possible, the Headteacher's PA, Office Manager and HR Lead will attempt to contact the student's home
 - 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.
- 7.1.8 During the visit, staff are representing the school. It is important that the discussion focuses on the initial reasons why a home visit has been deemed necessary. The 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 school.

7.2 After the visit

- 7.2.1 Non-attendance-related issues
 - Following a home visit, any action regarding issues of attendance, behavioural concerns, issues involving the curriculum, issues of health, and issues involving other students will be managed through the schools' practices and procedures. A record of the discussion and action points from the home visit will be made. This will be kept in the student's personal file and on their student record on SIMS.

7.2.2 Attendance-related issues

- Once a visit has ended, any agreements made between the officer and parents/carers will be recorded and kept in the pupil's attendance record.
- Reminder letters will be sent to the parents/carers if the pupil fails to adhere to the agreements made during the home visit.
- A note will be in made in the pupil's attendance record if they fail to follow the agreement.
- Continued failure to adhere to the agreement will result in a follow-up visit.
- If the pupil's attendance falls below 90 percent over the course of three months, the appropriate authorities will be notified in order for legal proceedings to be considered.

8. Child protection and safeguarding

- 8.1 Before a staff member is appointed, the appropriate background checks must be obtained. This must include an enhanced Disclosure and Barring Service (DBS) certificate and barred list check.
- 8.2 The St Michael's Church of England's policy on physical intervention by staff is detailed in our Physical Restraint and Reasonable Force Policy.
- 8.3 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.
- 8.4 St Michael's Church of England High School understands that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.
- 8.5 Any allegations made against staff members will be dealt with in accordance with the Allegations of Abuse Against Staff Policy.

9. Monitoring, Evaluation and Review

- 9.1 This policy will be reviewed every three years by the Senior Leadership Team and the governing board.