



East Hunsbury Primary School Home Visit Policy

Headteacher: Kathryn Pennington

Last reviewed: November 2023

Date of next review: November 2024

EAST HUNSBURY PRIMARY SCHOOL HOME VISIT POLICY

Introduction

We understand the value of home visits, particularly when supporting families with specific safeguarding issues or when there is a need to gain a richer understanding of a child's needs.

At East Hunsbury Primary School, both the individuals arranging the visit and the safeguarding leads and/or senior leadership team have a duty to assess and reduce the risks of carrying out any home visits.

Home visits will usually be planned with families in advance, however, on some occasions an unannounced visit may be necessary.

We take the safety of all of our staff members very seriously and will take all necessary steps to ensure our staff are adequately protected. Of paramount importance, is that if there is any potential risk then we avoid the situation.

East Hunsbury Primary school is committed to the health, safety and welfare of all individuals.

This policy is designed to:

- Ensure staff are aware of the potential risks presented by carrying out a home visit.
- Identify responsibilities of staff to implement procedures to minimise such risks.

Steps to carrying out a home visit:

- Making a decision to carry out a home visit should not be the responsibility of one person and members of the safeguarding team or senior leadership team should be consulted prior to any visit taking place.
- Where possible and appropriate meetings with families will take place at school to negate the need for a home visit.
- When a home visit is considered, necessary families should be consulted, and a mutually convenient time arranged unless there is a need for an unannounced home visit.
- Ascertain any potential risks prior to the visit e.g., dangerous dogs, unsafe building.
- Where there is a known risk of potential confrontation or violence home visits are not undertaken and meetings are arranged at the school or a public venue.
- There should always be two members of staff present on a home visit.

- The school office must be notified of staff going on a home visit and they must have contact details for the staff attending the visit, including mobile phone numbers.
- When arriving at the home visit, please try to keep your mobile phone (which will need to be appropriately charged with necessary contact numbers stored on the phone) turned on and on your person.
- Staff should identify themselves and their roles on arrival at the family home.
- Staff should call the school office when the visit is finished if they are not returning to school, or if visit goes on longer than expected.
- School office should call the staff members if they are not back within 15 mins of expected return time, with escalation protocol if no response.
- If an unsafe situation arises during the visit then staff should terminate the visit and go to a safe place.
- If necessary, summon assistance (police and / or ambulance), or ask someone to do this for you;
- Telephone school to report the incident as soon as possible.
- Following an incident and depending on the specific situation, school will assist staff to receive appropriate support, which could include medical treatment and advice.
- We will review the circumstances of any incident, review relevant risk assessments and where appropriate, update and communicate changes to all relevant staff members.
- Records of all home visits should be kept on My Concern.

Monitor and Review

This policy will be reviewed yearly and updated as necessary after any specific concerns are raised by staff.

All staff carrying out home visits must adhere to this policy and Appendix 1 - East Hunsbury Primary School Risk Assessment for Home Visits.

**East Hunsbury Primary School Risk assessment for Home Visits
Appendix 1 (Home Visit Policy)**



<p>Name(s) of Original Assessor(s): Annie Smith of YMD Boon Ltd and A Bartosiak Smith of East Hunsbury Primary School Name of Current Assessor (S): Lucy Boswell of East Hunsbury Primary School</p>	<p>Date of first assessment: 04/10/18 Review –Yearly and recorded below</p>
<p>Location: Various pupil/potential pupil homes</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<p>Two staff entering unknown premises of unknown adults – safeguarding staff risks</p>	<p>Staff may sustain Injury or stress/anxiety from accident/assault</p>	<ul style="list-style-type: none"> • Staff to make line manager aware of any pre-existing ill health condition that may be relevant when working away from the building • All home visits planned in advance where possible • On occasion where an unannounced home visit is 	<ul style="list-style-type: none"> • Review working off site following any changes to individuals health • Consider whether good practice to call to say on way – office to call any parent's phone 	<p><i>All staff involved in planning home visit</i></p>	

		<p>necessary all usual RA steps to be followed</p> <ul style="list-style-type: none"> • Where there is a known risk of potential confrontation or violence home visits are not undertaken and meetings are arranged at the school or a public venue • System in place to monitor working offsite: including whereabouts / duration of visit, staff leave information about where and who they are visiting with school office. • Staff call school office when visit finished if not returning to school, or if visit goes on longer than expected • School office call staff member if not back within 15 mins of expected return time, with escalation protocol if no response • Staff advised to dynamically assess individual situations, trust instincts and retreat from any confrontation • Knowledge of geographical location obtained prior to visits identifying known hazards and associated risks • Home visits only undertaken during the normal school day hours unless a 	<p>numbers, so staff do not give away their personal phone number</p> <ul style="list-style-type: none"> • Ensure that if there is any information of possible confrontation / violence that the relevant staff are made aware (e.g. from nursery visit safeguarding info) • Ensure if office not staffed alternative arrangements in place • If staff are required to make home visits in vulnerable areas consider taking extra person to wait in the car and start escalation protocol sooner if concerned • Ensure if out of hours visits take place alternative arrangements are in place to monitor – however for Reception Home Visits, these should only take place during 9-3.30pm (Out of hours visits could 		
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		specific emergency/safeguarding need	apply for safeguarding / Pastoral team)		
Driving	Staff may be injured in RTA	<ul style="list-style-type: none"> • Staff ensure own vehicles are in good working order • Staff follow highway code • Staff plan routes prior to journey • Staff have relevant business insurance and documents have been shared with SBM 	<ul style="list-style-type: none"> • Driver to ensure that school passenger is wearing their seat belt. 	<i>Driver and passenger</i>	
Signature of Senior Leadership Team: Rita Arundel			Date: Sept 2019		
	Date review required:	By Whom	Date of review		
	Sept 2021	Rita Arundel	Sept 2021		
	Sept 2023	Kathryn Pennington	Nov 2023		
	Nov 2024				