



St. Thomas More Catholic Primary School

South Road, Saffron Walden, Essex. CB11 3DW

Email: admin@stmsw.co.uk

HEADTEACHER: Mrs. M.J. Hall M.Phil

Telephone: 01799 523248

Home Visits Policy

At St Thomas More Catholic Primary School, we appreciate the importance of working in partnership with parents to ensure positive outcomes for children. Home visits are one of the ways in which the school makes contact with new or hard to reach parents.

This policy is to ensure that good working practice is in place and to provide guidelines in reducing risks to staff when undertaking home visits.

Reasons for home visits:

To provide an opportunity for a new child and family to meet a key member of staff in their own home prior to starting in the Nursery or Reception class (Only when felt necessary).

To assist a child to attend school if there are school attendance concerns.

To check on the safety of a child when all other means of contact with a family has failed.

Procedure:

Home visits will always be arranged and agreed with the parents in advance, usually, this is in writing.

A home visit will be attended by two members of staff.

Before undertaking a visit, visiting staff will leave details of the home visit appointments and addresses with the school office staff.

Visiting staff will make their own way to and way back from the family's home and visits will, wherever possible, take place in normal working hours.

The visiting teacher will carry a mobile phone, the number of which will be left in the school office.

Visiting staff will stay together during the visit and would not expect to be left alone with the child during the visit.

The key person will use the home visit as a means of gaining information about the child and answering any questions the family may have. The additional member of staff will be giving attention to the child during this time.

A home visit is not expected to last longer than 30 minutes.

Visiting staff will be aware that they are visiting as guests of a family's home and will treat all families with consideration and respect. For example, staff should be willing to remove shoes when entering a home.

Dealing with difficulties and reporting concerns:

If a parent is not at home at the pre-arranged time of the visit, the member of staff will leave a note on school headed paper to indicate that staff have called and found no one present. Parents will be asked to contact the school to re-arrange the visit.

Following the visit staff will record any concerns about a child's welfare on the school 'logging a concern' form and hand this to one of the designated child protection officers upon return to school.

If staff have an accident during the visit or if any injuries are sustained, these will be reported to the Headteacher immediately upon return to school. Details of accidents and or injuries must be recorded on the health and safety form IRF (96) revised 1/99 and handed to the Headteacher.

If, upon arrival, or during the visit, staff have any concerns about entering, or staying in the family home, the visit will be abandoned and staff will return to school immediately and report to designated staff.

Using information gathered during a visit:

All information received during visits will be treated confidentially. Staff will share information which is relevant to help staff learn more about the educational, social and emotional development needs of the pupils visited and to use this to inform future planning.

Date: June 2017

This policy will be presented to the Governing Body on: 2nd October 2017