Holy Trinity CofE Primary School

Home Visits Policy

Policy Reference:	Holy Trinity CofE Primary School Home Visits Policy
Date Policy Reviewed:	14.07.2026
Reviewed by:	Head Teacher
Next Review Date:	14.07.2028
Completed by:	Head Teacher

Vision Statement

At Holy Trinity we believe that all people are precious and honoured in God's sight. From this belief comes a determination for all within our community to experience life in all its fullness, as promised by Jesus.

We embrace the holistic development for all in our community so that they may flourish academically, emotionally, and spiritually.

All that we do is underpinned by the modelling and promotion of six core values. These are: Justice, Service, Perseverance, Gratitude, Compassion, Courage and build on previous values of Peace, Hope, Friendship, Respect, Honesty and Forgiveness.

We offer a vision of human flourishing for all, one that embraces excellence and academic rigor, but sets them in a wider framework.

Rationale

Holy Trinity C of E Primary School recognises the importance of establishing close working relationships with parents and 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 detailed in this policy.

In most cases only 1 home visit will be necessary e.g. pre admission to Nursery/ Reception but the frequency of these visits will vary according to the pupils' needs. Home visits play an important part in the overall information gathering process as well as providing an opportunity for parents/carers and the school to work closely together to meet the needs of the child. These visits also allow parents/carers to express their opinions in an environment in which they are confident.

Aims

The aim of the home visit policy is to ensure good working practice and to provide guidelines in reducing risks to member of staff when undertaking home visits.

Reasons for Home Visits

Most meetings between the school and parents/carers will take place on the school site, however, there may be certain circumstances when a home visit is considered appropriate, such as;

- Pupils starting in our Nursery/Reception classes
- Pupils who have been excluded
- Pupils who have been absent due to long term illness
- Pupils where attendance is a concern or who are refusing to come to school
- Where contact cannot be made with parents/carers by other means

Procedures

Before a Visit

Before a home visit is arranged the designated member of staff will ensure that they:

- Are clear about the purpose of the visit. Make sure that a home visit is really necessary.
- Make a written record of the purpose of the visit and the staff members involved.
- Arrange for an appropriate person to accompany you, home visits MUST ALWAYS be conducted in pairs. Clarify each person's role.
- 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 parents or carers, 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.
- Seek authorisation for the home visit from the Designated Safeguarding Lead/Senior Leaders
- Inform the Designated Safeguarding Lead/Senior Leaders and the school office of your intended location before departing for a home visit.

During the Visit

- Park in a well-lit area and in a position where you do not need to reverse on leaving.
- Dress appropriately.
- Ensure that there are no animals in the room where a meeting takes place.
- Introduce yourself, have identification available and explain again the purpose of the visit, ensuring you show your identification card.
- 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 for the pupil you are making the home visit for.
- Do not speak to siblings other than to ask if their parent/carer 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.
- 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/in danger contact the schools Designated Safeguarding Lead (Santosh Devi) or the headteacher, straight away to discuss your observations or to seek immediate advice from them. If appropriate the Safeguarding Lead will make a referral to Children's Services.
- If you feel that a child/young person is in immediate danger contact emergency services on 999.
- Assure parents/carers that you will treat anything they tell you sensitively. 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 Safeguarding Lead.

- Be sensitive to the culture, religion 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.
- Complete Home Visit Form to evidence visit. (Appendix 1)

<u>After the visit</u>

- Report back to the school; completing paperwork and recording this as necessary.
- If you are not returning directly to school, telephone the school after the visit to say you have left the home visit and are safe.
- Any Child Protection concerns arising from home visits should be discussed with the Designated Safeguarding Lead on arrival back to school.
- At school do not discuss individual home visits with staff who are not involved with those particular children.

<u>Home Visit Form</u> (see Appendix 1)

- It is essential that staff write a short report on every visit they make.
- If an incident does occur the visitor should record all details as soon as possible after the incident and report to the head teacher.