

Name of Policy: Home Visits Protocol	Version/Last Review Date: September 2017
Statutory documents linked to policy:	Previous review date: June 2014
Other Policies linked to this policy: Health & Safety Lone worker Personal Safety	Next Review Date: September 2020
Governor Committee Responsible	People & Resource Management

WNA Vision: All children will achieve their full potential, with holistic support, whilst enjoying and driving their own learning, gaining self-respect, self-esteem and self- belief. Our classroom extends to rich, exciting environments within the forest, the beach, the city and the community as a whole.

Protocol for Home Visits *to always be carried out in pairs*

Working in Partnership with Parents/Carers

- Show respect for parents/carers/families as equal partners in the relationship
- Make appointments in advance and offer a choice
- Accept families' rights not to want a home visit
- Confirm parents/carers actual name and title. Do not presume that there are two parents with the same surname as the child
- Do not assume that all parents are literate or have a good understanding of English
- Consider issues of Social, Cultural and Religious differences

Working in Partnership with other Agencies

- Communicate with other agencies already involved with the family
- Where appropriate check with the Common Assessment Team to find out if a Lead Practitioner (Professional) is identified

Health and Safety

- Let other the headteacher know where you are visiting and leave details of the address, your mobile phone and expected time of return. Inform the headteacher as you leave school and text as you return
- Demonstrate normal courtesy - wait to be invited into the home
- Ask if an adult is present in the house before entering. If no adult is present, do not enter
- A note should be made of all people present at the meeting, dates and times etc
- Use common sense, trust your instincts and if a situation feels threatening - leave, saying for example, that you are going back to get something from your car
- Your car must meet business insurance requirements if used for home visits

Risk Assessment

Where home visits take place it is useful that a risk assessment is taken into account. This will identify any concern about potential violence or risk and appropriate measures to be taken.

- Check records as to what is known and information available
- Talk to other professionals who may have already have had contact or involvement with the family
- Understand the purpose of your visit - make this clear with the family
- Where there are deemed to be potential risks - Contact by phone/post and invite them into school
- Staff are reminded to keep up-to-date with current legislation and safeguarding training/safer working practice guidance.