

Home Visits Procedures

Audience:	Parents School staff / Central Team / All REAch2 Employees Local Governing Bodies
Ratified:	REAch2 Academy Trust Directors 5 th December 2022
Other related policies and procedures:	Safeguarding and child protection Attendance Child Missing in Education (DfE)
Policy owner:	Helen Beattie, Head of Safeguarding, REAch2
Review frequency:	Every 3 years



At REAch2, our actions and our intentions as school leaders are guided by our Touchstones.

- Integrity** We recognise that we lead by example and if we want children to grow up to behave appropriately and with integrity then we must model this behaviour
- Responsibility** We act judiciously with sensitivity and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements
- Inclusion** We acknowledge and celebrate that all people are different and can play a role in the REAch2 family whatever their background or learning style
- Enjoyment** Providing learning that is relevant, motivating and engaging releases a child's curiosity and fun, so that a task can be tackled and their goals achieved
- Inspiration** Inspiration breathes life into our schools. Introducing children to influential experiences of people and place, motivates them to live their lives to the full
- Learning** Children and adults will flourish in their learning and through learning discover a future that is worth pursuing
- Leadership** REAch2 aspires for high quality leadership by seeking out talent, developing potential and spotting the possible in people as well as the actual

Contents

Procedure Overview	4
Procedures Before, During and After a Home Visit.....	4
Appendix 1 – Expected Staff Behaviour	7
Appendix 2 – Initial Risk Assessment.....	9
Appendix 3 – Home Visit Log to be completed and handed to the School Office	10
Appendix 4 – Risk Assessment	Error! Bookmark not defined.
Appendix 5 – Risk Assessment for Early Years transition visits	12

Procedure Overview

Overarching Principles

The aims of this document are:

- to set out guidance to staff making official visits to the homes of referred and registered pupils
- to ensure the personal safety of staff on home visits

Roles and Responsibilities

The procedures in this document are to be read and implemented by all staff and governors of Summerside.

Procedures Before, During and After a Home Visit

Reasons why the school might conduct a home visit (this is not an exhaustive list):

- Transitional visit
- Attendance visit
- Welfare concerns
- Professional meeting

Prior to the home visit:

- Appropriate information should be gathered by the school (name of parents/carers, address, contact details, name of any other adults residing in the home)
- For Early Years transition visits, amend and complete the full risk assessment (Appendix 5) for each series of home visits.
- If this is the first visit to the home, the risk assessment check list must be completed (Appendix 2) If previous visits have been conducted, then a full risk assessment should have been completed and be available for review (Appendix 4).
- Where possible, agree a date / time / agenda with the person/s that you are intending to meet.
- Staff are able to request that animals are not present during the home visit.
- Develop a plan between those staff who are attending - what is going to be discussed, how this is going to be delivered and what you would like to be achieved.
- Driver/s are to provide the necessary documents to the school office – driving license (both parts may be required, depending on date of issue), MOT certificate and insurance certificate, evidencing that there is the appropriate business insurance cover for the vehicle being used to transport staff to and from the visit. Currently staff are using cars on a private basis and not claiming back petrol or parking – staff need to get their cars insured for work purposes or they are not insured while driving for work purposes. This does not usually cost any more money. Staff can claim for petrol if they choose to do so.
- Where advice is communicated from any source which suggests caution or a reason not to conduct a home visit, then this advice must be given full consideration. All initial home visits should be conducted by at least 2 members of staff.
- Ensure the number of the school office is accessible and available throughout the full duration of the visit, is stored into your telephone and agree a code word to indicate you are in trouble and need help i.e. “Can you tell Mr Jones I will be late for his appointment today?”
- Before staff leave to go on a home visit / series of Home Visits they must inform the school office, and leave the following information recorded in the Home Visits Log (Appendix 3):
 - Date of visit, and the time leaving school
 - Your car registration number
 - Mobile phone numbers of the staff conducting the home visit
 - The address of the home visit and whom you are expecting to see
 - The time you are expected to arrive and leave the property, and the time you are expected to return to school

- During the day, staff completing a series of home visits will phone into the school office at the end of the morning and the end of the day (typically Early Years staff completing transition visits)
- The safety of school staff is very important. Staff should not take risks. If they feel insecure they should not go on a home visit. It is the staff's responsibility to voice their concerns to their line manager.

During the home visit:

- Two members of staff will attend every initial home visit, and two members of staff must attend any home visit deemed to pose an increased risk.
- Staff must wear named photo ID.
- Remember you are a guest in someone's home: show respect and courtesy at all times.
- If staff are asked any questions they cannot answer, they will either find out and report back to the parent/carer or refer the parent or carer to a senior member of staff.
- If the situation starts to become unmanageable (i.e. verbal or physical aggression) staff should call the meeting to an end and leave the property. If you are unable to do this safely without aggravating the situation, call the School Office using the code word to summon help. In this case the buddy should make a 999 call to the police.
- Visits will only take place during hours when the School Office is manned (8:30 – 4:00)
- Consider personal safety at all times during the visit; do not put yourself in danger (see Appendix 1, personal safety tips)

Transportation of children:

- If a child or children is/are being collected to bring them to school, there must be two members of staff present.
- If a private car is being used the child/ren must sit in the back of the vehicle.
- Staff must ensure that they have the appropriate equipment needed to transport children safely. N.B. legal requirements state that children must use a car seat until they are 12 years old or 135cm tall, whichever comes first.

If you arrive for a home visit and no one is home:

- Leave a note with the date and time you were there, the school phone number and a time that you can be reached to set up a new appointment.
- Return to the school and try to call the parent or call with withheld numbers while still on site and leave a message if no one answers the door. If you are unable to locate them at that time, send a note home with the child the next school day, asking the parent to contact you for a time the visit could be rescheduled.
- It is the responsibility of the staff due to visit to ensure that parents are contacted immediately if they are unable to keep to the scheduled appointment. If the home visitor cancels a home visit, due to illness or otherwise, it must be reconvened at a later date, or, if not possible, an alternative put in place (e.g. a meeting on the school site or another venue, contact with Children's Services or a Teams meeting).

In the event of an incident:

- If there is an incident while at the home address, staff should assess the situation and make a decision on the best course of action to keep themselves safe (see Appendix 1 for tips). Depending on the nature of the incident it may be necessary for staff to contact the school office to get help or contact the emergency services on 999 or 101.
- On return to the office after an incident, the staff member must contact their line manager, inform them of the incident and complete an incident report form, making sure that the incident is factually recorded. All incident report forms must be shared with the Headteacher by the end of the working day.

After the home visit:

- You must telephone the school office when leaving each home visit so that the school knows where you are.

- If the staff member/s do not return to school within the allotted time, and have not contacted the school to tell them why they are going to be late, then the allocated buddy must make all reasonable attempts to contact each staff member. If contact cannot be established, a senior leader must be informed immediately and consideration must be given to contacting the police.
- A senior leader will take the following steps, as required, in the event of staff not returning: attempt to contact the family via a landline and speak to visiting staff, drive past the property to check if the vehicle is there, look for signs of an incident, and/or contact the police to report the individuals missing.
- For visits where repeat visits are likely, a full risk assessment should also be completed following the first visit, and if necessary updated after each subsequent visit, which will form the basis of any further home visits that are required. The risk assessment must be signed off by a member of the senior leadership team. After every visit, the relevant school paperwork to document the visit should be completed (e.g. All About Me forms for Early Years transition visits), and any follow up actions undertaken.
- A record of all home visits should be kept and stored in a secure location, in line with the recording system designated by the school. Where applicable, a copy of this record should be logged on the child's safeguarding profile. A record does not need to be placed on a child's safeguarding profile for transition meeting home visits, unless there are safeguarding concerns.

Lone visits

There may be times when it is acceptable for one member of staff to complete a subsequent home visit on their own. This would be with the agreement of the staff member and after discussion with a member of the school's SLT, for example:

- Following the completion of a full risk assessment and a home visit has been deemed to be of low risk and it is agreed that one person can visit the home (repeat visits, etc.)
 - Other professional/s is/are attending the house at the same time as the visit has been jointly co-ordinated
- In such cases, all of the guidance above still applies, in order to keep the staff member safe.

Appendix 1 – Expected Staff Behaviour

Staff behaviour

- Remain professional at all times
- Be a good listener
- Have specific goals or objectives for each visit
- Realise the limitations of your role
- Help parents become more independent
- Keep language appropriate
- Remember that small improvements lead to big ones
- Be yourself
- Be confident
- Respect cultural and ethnic values
- Monitor your own behaviour; the parent is observing you
- Staff will report any concern for children in the house immediately. Any concerns about the family will be immediately logged on CPOMS and shared with SLT in these circumstances it could be wise to fill out Appendix 2 so other staff are pre-warned

Personal safety during a home visit:

- Staff conduct a visual and verbal risk assessment together and will only enter the property if both happy to do so.
- Keep your car keys and mobile phone in a pocket or on your person; in case of an emergency, you need to be able to exit and/or call for help quickly
- Survey the premises for exits and ways out in an emergency
- If the person you are visiting locks the front door, ask them to leave the key in the lock
- Be wary of trip hazards that are both external and internal, such as steps, lifted floor coverings, electrical wires
- If there are dogs or other pets which concern you, ask that they be put away in a locked kennel or room
- Do not wear expensive jewellery
- Limit the amount of cash you carry
- Dress appropriately for the purpose of your visit

Travel safety tips when conducting a home visit:

- Lock your car doors as soon as you enter your car
- If parking in a private driveway, reverse park if you are able to do so, so that you can simply drive out
- In a cul-de-sac, park in the direction of the cul-de-sac exit
- Approach your car with your keys easily available or in your hand
- Check the car interior before entering
- Hide any bags or personal/work items so that they are not viewable
- Avoid parking beside vans/trucks
- Park in well-lit areas and avoid parking in isolated areas

Tips to consider if you are faced with aggression during a home visit:

- Never enter a house if there are raised voices or signs of aggression coming from within – call the police
- Don't enter a home with someone who is under the influence of alcohol or drugs
- Don't enter a home with someone who is inappropriately dressed
- If an aggressive incident occurs, remember to remain as calm as possible, and speak slowly and calmly
- Stay in communal and neutral rooms such as a living room; avoid moving into bedrooms or kitchens
- Keep space between yourself and the aggressor, and try to keep a barrier (e.g. table) between you where possible
- Slowly move towards an exit, or to a room you can barricade yourself in
- Try not to walk backwards as you risk tripping over
- At the earliest opportunity call the Police, and call the School Office to report the incident

Appendix 2 – Initial Risk Assessment

Initial home visit risk assessment

Family Name:	Address:	Contact details:	
Date Completed:	By Whom:		
	Yes	No	
Is anyone in the household known for violent offences?			
Is anyone in the household known to misuse drugs or alcohol?			
Have any risks been identified by any other agencies?			
Are there any pets in the household?			
Are they threatening?			
Are you aware of any intimidating/threatening clients, relatives or friends living at or likely to visit the property?			
Are there any dangers/hazards associated with the property?			
Do you think contact should be made outside of the home?			
Are you confident all safety measures are in place?			
Areas of concern – if you have answered yes to any of the above questions, please provide further details			
Level of risk – without control measures in place High / Medium / Low			
Control measures in place to reduce risk			
Level of risk – with control measures in place High / Medium / Low			
Date	Senior Leader – Print	Senior Leader – Sign	

Appendix 3 – Home Visit Log to be completed and handed to the School Office—Nicki already has a log of all the home visits we do and we keep records of the visits as part of our All About Me

Date / Time of departure	Staff member/s	Car registration	Mobile phone number	Home address and name of person/s being visited	Time of meeting	Time due to leave home address	Time of return to school

Home Visits Log

Appendix 4 – Risk Assessment

Summerside Primary Academy					Completed By:				Date:		
Activity -					Head Teacher:				Review Date:		
Hazard		Initial risk				Action plan			Residual risk		
Details of hazard	Who is affected and how?	Likelihood	Consequence	Risk L/M/H	What controls are already in place	Further action required	By whom	By when	Likelihood	Consequence	Risk L/M/H

Review annually, or after an incident, or if there are changes to the task, environment, equipment or the people affected.				
Review 1	Review 2	Review 3	Review 4	Review 5
Date & Initial	Date & Initial	Date & Initial	Date & Initial	Date & Initial

Appendix 5 – Risk Assessment for Early Years transition visits

Summerside Primary Academy					Completed By:			Date:				
Activity -					Head Teacher:						Review Date:	
Hazard		Initial risk			Action plan			Residual risk				
Details of hazard	Who is affected and how?	Likelihood	Consequence	Risk L/M/H	What controls are already in place See also Appendix 1: Expected staff behaviour for safety tips	Further action required	By whom	By when	Likelihood	Consequence	Risk L/M/H	
Possible risk while driving to and from the Home Visit	Staff driving	1	3	L	Driving license shown to School Business Manager (2 parts depending on the date) and insurance covering business use. Lock car door as soon as you are back in the car							
Personal safety	Staff on the visit	2	4	L	Visit in a pair, keep keys and phone in your pocket, ask for keys to be kept in a locked door, inform School Office							
Theft	Staff on the visit	1	3		Do not carry valuables, ensure valuables in car are locked out of sight							
Aggressive or threatening behaviour	Staff on the visit	1	4		Do not enter a home if you see signs of aggression, keep space between you and the aggressor, slowly leave the property, call the police and the School Office as soon as possible							

Review annually, or after an incident, or if there are changes to the task, environment, equipment or the people affected.

Review 1	Review 2	Review 3	Review 4	Review 5
Date & Initial	Date & Initial	Date & Initial	Date & Initial	Date & Initial

The level of risk is calculated by:

The likelihood

x

The Consequence

- 1- Very unlikely
- 2- Unlikely
- 3- Fairly likely
- 4- Likely
- 5- Very likely

- 1- Insignificant (no injury)
- 2- Minor (minor injury needing first aid)
- 3- Moderate (up to 3 days absence)
- 4- Major (more than 3 days absence)
- 5- Catastrophic (death)

Risk rating:

1 – 4

Low (acceptable)

No further action required

5 – 9

Medium (adequate)

If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review

10 – 16

High (tolerable)

Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc.

17 - 25

Very High (unacceptable)

Do not undertake the activity. Implement immediate improvements