



Home Visit Policy



WHY?

George Betts Primary Academy recognises the importance of engaging families, and endeavours to support and promote positive partnerships between school and home. Effective Home Visits further our knowledge of family needs and enable school to provide a more tailored support package to families in relation to:

- Safeguarding Support
- Attendance Support
- Family Support /Assessment of needs
- Early Years induction
- Meeting other professionals working with the family
- SEN observations/support
- Safeguarding children on reduced timetables and who are subject to a fixed term exclusion.

George Betts Primary Academy strives to support and work in partnership with families. This is through the work of the dedicated Wellbeing Team and other staff in line with their role and responsibilities.

HOW?

Preparing for a Home Visit

Before leaving school you must ensure the following checks have been completed:

- **School voicemail** - Admin Team to check messages left.
- **Scholar Pack** - Check Ancillary tab (uploaded documents for any appointments) or the notes section on the attendance register.
- **Front Office Staff** - Wellbeing or Attendance Team liaise with Admin team to check no other messages have been given.
- **Class Teacher** - Wellbeing or Attendance Team liaise with class teacher to check whether any other messages have been given or if there is any additional information that may be relevant.
- Reasons for the visit must be clear and any relevant paperwork must be prepared so that it can be given to the family and properly explained during the visit.
- Appointments are agreed in advance, where appropriate. In some cases it is necessary for visits to be completed without appointments being made (e.g. following up an attendance or Safeguarding a concern). When completing a Home visit for attendance reasons, a thermometer must be taken.
- Considerations are made with regard to language barriers. Where needed, a dual-language staff member can attend a Home Visit or appropriate technology (mobile apps) can be used.
- Ensure SLT or OL know the details of the visit and the expected return time

During Home Visits

Staff must ensure they:

- Introduce themselves, explain the purpose of the visit (especially if the visit is unannounced) and show their ID
- Are professional, polite, respectful and willing to listen
- Sensitive to culture and religion
- Timely; arriving on time and keeping to an agreed end time

Staff on Home Visits must also:

- Report to SLT/OL in school if delayed for any reason or a concern is raised during the visit for advise on next steps
- Report any violence and aggression immediately to SLT and/or the police if there is imminent danger

Reduced Timetables and Fixed Term Exclusions

If a child is subject to a reduced timetable or a fixed term exclusion, the school will carry out home visits to ensure the child is safe and well whilst not on school premises.

Health and Safety

Before attending any Home Visit, staff must have read this Home Visit Policy and the Home Visit Risk Assessment. All Home Visits must:

- Be **agreed with a member of SLT** before attending any home - **When the risk of violence or aggression is deemed to be high based on previous incidents or reports from other professionals, home visits are not be carried out**
- Have no less than **two members of staff**, one of which must be the visit 'lead'
- Take one of the school **Offsite Mobile Phones** in case of emergency. If offsite mobile phone is not available, please give your personal number to SLT/OL
- Do not accept any form of **aggression**. If staff feel threatened in any way, they **must not** enter the family home. All incidences of aggression towards staff must be reported immediately to SLT. Staff must also refer to the **Violence and Aggression Policy**.

After the Home Visit the 'lead' must:

- Report back to SLT/OL
- Record outcomes from the visit on scholar under 'Support' tab, follow up on actions from the visit and share information on a 'need to know' basis via email

WHO?

Attendance Lead and DSL review the policy and risk assessment annually or sooner if required. Further guidance is available in the Conduct Policy, Violence and Aggression Policy and Home Visit Risk Assessments.