



Old Hill Primary School

Home Visit Policy

September 2019

Home Visit Policy

Rationale

Old Hill Primary School believes that beginning formal education is a major event in a child's life and that establishing a close link between school and home will enable a child to have a successful transition into education.

The school aims to work in partnership with parents/carers and families to share information and experiences.

Aims

This policy is underpinned by the school's vision, aims and values and we aim to:

- Reinforce school's belief that a partnership and link with home will enhance a child's education.
- Build a good strong relationship with parents/carers/families and children.
- Give each child individual attention during nursery home visits.
- Give parents/carers the opportunity to discuss matters in private relating to their child.
- Support the completion of any personal information and contact forms that may be necessary.
- Support the transition from home/different educational setting to nursery a smoother one for the child and parent/carer, as there will be a familiar face on the first day.

Implementation:

- At all times the needs of the child are paramount.
- Each home visit will be undertaken by two members of staff.
- All new children/parents/carers will be visited at home by members of our staff prior to the child starting school/nursery.
- Members of staff will visit children coming from a different educational setting to share information and relevant experiences.
- All home visit appointments will be arranged for a mutually convenient time and date.
- For nursery home visits, the keyworker will take a bag of play resources to each home visit and another member of staff will complete the child information questionnaire with parent/carer.
- Induction paperwork will be collected at each home visit and returned to school.
- Parents/carers of nursery children will be given a nursery start date and time.

Guidance

A home visit can be an opportunity for parents/carers to share useful information and experience about their child. All staff must note the following guidelines during a home visit:

- All staff must be clear about the purpose of each home visit.
- All staff must introduce their role.
- All information received should only be shared with practitioners on a need to know basis, confidentiality will be respected, except where safeguarding is a concern.
- During nursery home visits, staff must meet the child with parents/carers, otherwise the home visit must be postponed and arranged for another convenient time and date.
- All staff will give clear and honest information. Notes must be made of any questions that cannot be answered.
- An atmosphere of partnership should be promoted.
- Respect for parents/carers and families and treat as equal partners must be demonstrated.

- Staff must plan use of time productively. The average length of a home visit should be approximately 30 minutes.
- Discussion about any other child within school should not be entered into.
- Any issues concerning siblings, already in school, should be referred to the appropriate member of staff.

Personal Safety

- Two members of staff should carry out all home visits. During nursery home visits, a key worker must attend the home visit with the Parent Support Advisor. Where this is not possible, home visits must be postponed and rearranged.
- A copy of the home visit schedule must be left with the School Business Manager or the School Secretary.
- All home visits must be agreed by the Head Teacher.
- All staff must wear their identity badges. The Parent Support Advisor must carry a school mobile telephone at all times.
- A risk assessment (Appendix A) must be carried out by school and up-dated regularly to ensure staff safety at all times.
- All staff will read the home visit policy and risk assessment.
- Any concerns following a home visit must be immediately reported to the Head Teacher (Designated Safeguarding Lead) or Mrs Linda Ramsden or Mr Craig Westby (Deputy Designated Safeguarding Leads).

Roles and Responsibilities

The Governing Body will review the policy on a yearly basis and as and when required in the light of any incidents. The link governor will have an understanding of the policy. The Head Teacher will ensure the policy is adhered to, monitored and reviewed as and when required. Members of staff attending home visits will read and sign to agree the risk assessment on a yearly basis.

This policy is available for parents/carers via the school's newsletter and website. A paper copy is available the School Business Manager.

APPENDIX A - Risk Assessment for Home Visit Policy

Old Hill Primary School		Dated – September 2017
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Identifying Significant Area & Hazards (Assessing the Risk)	1 – 5* (Rating the Risk)	Control Measures (Reducing the Risk)	Persons Responsible
Transport	2	Copy of car insurance to School Business Manager. Always travel in twos.	L Ramsden
Car Parking	2	Always park car slightly away from location of home visit.	L Ramsden
Personal Safety	2	Copy of nursery home visit schedule left with school office. Member of staff to carry mobile telephone at all times. Car to be parked slightly away from each home visit. Home visit to be attended by two people at all times. All staff to have read and adhere to Home Visit Policy.	L Ramsden
Smoking Inhalation	2	If applicable, staff to request parents/carers not to smoke during home visit.	L Ramsden
Data Protection	2	Ensure that all home visit documentation is carried by a member of staff at all times.	L Ramsden and staff member.

Identifying Significant Area & Hazards (Assessing the Risk)	1 – 5* (Rating the Risk)	Control Measures (Reducing the Risk)	Persons Responsible
Pets	2	Members of staff to request that animals be kept safe during home visit.	L Ramsden
Infectious diseases	2	In advance of visit family to inform members of staff about any infectious diseases. Home visit to be rearranged.	L Ramsden and School Office
Drinks	2	Staff to decline drink or food.	L Ramsden and staff member.
Vulnerable Situations	2	At all times staff to stay together.	L Ramsden and staff member.
Toilet Facilities	2	Staff not to use toilet facilities unless in an emergency.	L Ramsden and staff member.

Other Significant Hazards	1 – 5* (Rating the Risk)	Control Measures	Persons Responsible
None			

Ongoing Risk Assessment	1. Apply control measures	2. Monitor how effective they are	3. Change, adapt, revise as required
Emergency Procedures			
Review Comments			
Completed by: Linda Ramsden	Date: 15.07.17		I confirm that this risk assessment has been shared with all adults involved and, where possible and in an appropriate manner, with participants.
Signed:	Organiser:		

- *1 = Very unlikely/first aid injury/illness
 2 = Unlikely/minor injury/illness
 3 = Likely/3 day injury/illness
 4 = Very likely/major injury or illness
 5 = Almost certain/fatality, disabling injury or illness