

# John Perry Primary School



## Home Visit Policy

Policy date: November 2020

Review date: November 2021

Please note that for the academic year, 2020/2021, Nursery home visits did not take place due to Covid-19

## **Aims**

- 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

## **Expectations**

Staff and pupils have a right to work in a safe and healthy environment, free from abuse or threat of harm. Staff are responsible for their own safety and are empowered to make professional judgments appropriate to the circumstances they find themselves in. Before any initial visit is made sufficient background information should be obtained and an initial risk assessment undertaken. No individual should visit alone and if there are any concerns then they should not go on a home visit and instead meet with the family at the setting.

## **Procedure**

Before staff leave school to go on a home visit they need to inform the school office, leave the following information record and inform the school where they are going

- Your car registration number
- Your mobile phone number
- The address of home visit and whom you are expecting to see
- The time you are expected to arrive and leave the property
- If contact has not been made or the member of staff is not back at school within 40 minutes of the visit, the school office need to make contact to the mobile number given. Failure to make contact with the member of staff should be reported to the School Leadership Team immediately.

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. If you are unable to locate the parent at that time, send a letter home asking the parent to contact you.

## **Safety considerations:**

- Stay alert, sit close to an exit
- Trust your instincts
- Leave purse/bag at school
- Carry necessary cash, keys, and school identification
- Ask the family to secure pets before arrival
- Keep your mobile phone switched on at all times

**Suggestions:**

- Have specific goals or objectives for each visit
- Realise the limitations of your role
- Keep language appropriate
- Respect cultural and ethnic values