

Home Visits Policy & Procedures

‘Seek Ye First the Kingdom of God...’

Matthew 6: 33

Introduction

At St Patrick's Catholic College our aim is to provide a high quality education based upon the teachings of Christ; where all pupils are valued members of our community and able to develop their talents to the full.

True Catholic education is concerned with academic success and is also about helping all young people to grow and appreciate their own worth and value. It is our responsibility to help pupils realise their dignity and discover their own purpose.

We acknowledge that each person is a unique individual and therefore, we strive to respect each individual irrespective of circumstance, gender, race or creed. We will encourage everyone to develop their unique personality and educate the whole person within a loving and caring Christian environment. To this end we will promote a happy and caring environment within which each individual can develop their potential to the full.

ALL HOME VISITS CONDUCTED BY STAFF MUST BE AUTHORISED BY THE HEADTEACHER OR OTHER SENIOR LEADERS.

ALL HOME VISITS CONDUCTED BY SENIOR LEADERS MUST BE AUTHORISED BY THE HEADTEACHER

In addition, wherever possible parents/carers/guardians should be informed of the home visit prior to arrival, there will be exceptions to this for example a visit to confirm that an absent child is at home when Parents/Carers/Guardians' are not responding to telephone calls/text messages or emergency safeguarding visits.

Home Visit Definition

A home visit is a visit that requires member(s) of staff to enter the home of a parent, carer, or guardian in the case of an emergency visit or a procedural visit.

Aims

At St Patrick's Catholic College, we recognise that Parents/Carers/Guardians are children's first and most enduring educators and we value the contribution they make.

The aim of a home visit is:

- To establish a partnership between Parents/Carers/Guardians and staff so that all parties share their knowledge about the child to enable the individual needs of the child are met.
- To develop and strengthen relationships with Parents/Carers/Guardians for the best interests of the child.

Reasons for home visits

Home visits are important in helping the school to make contact with new, or hard to reach Parents/Carers/Guardians. They are particularly useful as they enable Parents/Carers/Guardians to still have contact with the school, but in their own environment. Home visits are to be used when:

- Students are refusing to come into school; this can be carried out by school staff or the school's LA attendance officer.
- When there are attendance issues/concerns.
- When students are being educated at home.
- When all other means of contact with a family has failed.
- To collect from or drop a child off at home where there are concerns for a child's welfare if they travelled by other means.
- To drop off or collect work for a child who has been off school for a period of time, for example due to a medical issue.

Benefits

Home Visits have many benefits. For Parents/Carers/Guardians and children, a home visit gives the opportunity to meet a key person in a setting that they are familiar and comfortable with. Other opportunities are to:

- Establish a positive contact with a key member of staff who is supporting the child.
- Meet family members that are important to the child.

- Talk about the child and their needs

Before the visit

Where the school has any prior knowledge that there have been any reports regarding violence either in the home, or at the hands of a person from the home, then any meetings will occur on the school premises with these families.

- Be familiar with the school's policy and procedure for home visits.
- Be clear about the purpose of the visit. Make sure that a home visit is really necessary.
- Make a written record of the purpose of the visit and the staff members involved. Record this on CPOMs.
- Arrange for an appropriate person to accompany you, home visits should be conducted in pairs.
- Make sure you are well informed about the family and aware of personal circumstances.
- Ensure you take a mobile phone along to the visit with you.

During the visit

- Park in a well-lit area and in a position where you do not need to reverse on leaving.
- Dress appropriately, wearing your school lanyard.
- Introduce yourself and explain the purpose of the visit.
- Do not enter the premises unless invited in by a responsible adult. Do not enter the premises if there is no adult present.
- Only speak to an adult with parental responsibility or another responsible adult whom has been delegated by the Parents/Carers/Guardians to be there in their absence. Do not speak to siblings other than to ask if the Parents/Carers/Guardians is available.
- Do not go upstairs in a property or enter a child's bedroom.
- If you are concerned a child is in the home inappropriately alone/ unsupervised /in danger contact the schools DSL straight away to discuss your observations and seek immediate advice.
- If you feel a child is in immediate danger contact emergency services 999.
- Do not stay too long. Keep to the point.

After the visit

- Report back to the school by recording all observations and discussions on CPOMs.
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- If you are not returning to the school, telephone the school after the visit to say you have left the home visit.
- At school do not discuss individual home visits with staff who are not involved with those children.

Reports

- It is essential that staff write a short CPOMs incident log on every visit they make.
- All details should be recorded as soon as possible after the visit before precise recollection of events fall from their memory.
- If an accusation is made against the visitor, or about the visit, then advice should be sought from the Headteacher as soon as possible.

Review

Date	September 2017
To be 'Approved by Governors':	September 2017
Review Date:	July 2019 (or sooner if necessary)

Chair of Governors:

Headteacher: