

St. Joseph's Catholic Primary School



Home Visits Policy
2018

Mission Statement

Jesus light our way on our faith journey. Be our guide, our joy and our hope, as we learn, live, love and pray together.

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Statement of intent

St. Joseph's firmly believes that regular attendance is essential to the successful academic development of pupils.

The role of the Attendance Leads / Family Support Worker is crucial to the overall performance of the school. With this in mind, St. Joseph's has established this policy for attendance officers and school support staff who make home visits.

Some of the Attendance Leads / Family Support Worker' time will be spent outside the school premises. For this reason, we believe that clear procedures must be in place to avoid misunderstandings or confusion about home visits.

Home visits are a useful way of addressing the problems that lead to poor attendance. In the event of absence without contact a safe and well check will be carried out.

However, since the Attendance Leads / Family Support Worker are entering private property, it is important that all parties are made aware of the rules and procedures. Attendance Leads / Family Support Worker will maintain the highest professional standards at all times.

In the first instance, home visits will normally be made by our Family Support Worker team.

Home visits are to be carried out by a minimum of two members of staff.

A copy of this policy will be made available to parents/carers.

Signed by:

_____ **Headteacher** Date: _____

_____ **Chair of governors** Date: _____

1. Legal framework

- 1.1. This policy has due regard to the following legislation, including, but not limited to the:
 - Education Act 1996.
 - The Education (Pupil Registration) (England) Regulations 2006.
 - Health and Safety at Work etc Act 1974
- 1.2. This policy is designed to be used in conjunction with other school policies such as:
 - School Attendance Policy
 - Child Protection and Safeguarding Policy.
 - Allegations of Abuse Against Staff Policy.
 - Safe and Well Checks

2. Personal safety

- 2.1. It is the responsibility of staff members to keep themselves safe at all times. They must avoid any situations that may risk their safety.
- 2.2. Attendance Leads / Family Support Worker must carry a mobile phone at all times. The number will be recorded and held by the Designated Safeguarding Lead and Office Manager.
- 2.3. Attendance Leads / Family Support Worker must never enter the home of a pupil unless an appointment has been made and the parent/carer is present. Where Possible written confirmation of the appointment must be recorded and held in the school office .

3. Training

- 3.1. Attendance Leads / Family Support Worker will be fully trained in safe working practices. The Deputy Head Teacher is responsible for organising the relevant training.

4. Home visits

- 4.1. Home visits allow the school to learn the underlying reasons behind poor attendance.
- 4.2. A log will be completed for each visit. (Home Visits Log)
- 4.3. Identification cards will be worn at all times. They will be clearly displayed on the front and outside of clothing.

- 4.4. A house should not be entered if the officer feels unsafe. If a visit is cancelled because of concerns over safety, the reason for cancelling the visit must be communicated to the Head teacher.
- 4.5. Before and after the visit the Attendance Leads / Family Support Worker / Family Support Worker will 'check in' by calling the Office Manager. .

5. After the visit

- 5.1. Once a visit has ended, any agreements made between the Attendance Leads / Family Support Worker and parents / carers will be recorded and kept in the pupil's attendance record.
- 5.2. The outcome of the visit will be recorded in the home visits log and a copy put in the pupils file.

6. Child protection and safeguarding

- 6.1. Any allegations made by staff will be dealt with in accordance with the school policy.
- 6.2. Any complaints made by parents will be dealt with in accordance with school policy.

7. Review and monitoring

- 7.1. The Head teacher/Governing Body is responsible for monitoring this policy and procedures and amending it accordingly following any incidents or concerns.
- 7.2. This policy will be reviewed regularly by the Head teacher/Governing Body.