

Brunshaw Primary School



***‘Inspiring children to be resilient and aspirational learners,
within a positive and considerate community.’***

Home Visit Policy

February 2025

Agreed by Governors: 27/03/25

Definition

A home visit requires a designated member/s of Brunshaw Primary School to visit a parent/carer in their home for a meeting/discussion.

Rationale

Brunshaw Primary School recognises the importance of establishing close working relationships with parent/carers. There are some occasions where it is felt that a home visit is appropriate. On these occasions designated members of staff will follow the correct procedures of this policy. The frequency of these visits will vary according to the children's needs. Home visits may be an important part of the overall information gathering process. This also provides an opportunity for parents/carers and the school to work closely together to best meet the needs of the child.

Home visits provide an opportunity for parents/carers to express their opinions in an environment in which they are confident.

Objectives

1. Appropriate strategies are in place to increase school attendance and help ensure the health and safety of all children.
2. All children receive the required amount of support from the school during times of absence so that, where appropriate, learning can continue.
3. Children who school refuse are quickly reintegrated back into the school environment to continue their learning.
4. Close links are maintained between school and home within the context of inclusion and safeguarding.

The reasons for a home visit

Under normal circumstances most meetings between the school and the parent/carer will take place on the school site. However, there may be certain circumstances when a home visit is considered appropriate such as:

1. Children who are excluded;
2. Children who are absent due to long term illness;
3. Children where attendance is a concern or who are refusing to come to school.
4. Where circumstances dictate that the parent/carer is unable to come to the school for a meeting.
5. Where the school have significant safeguarding concerns.

Procedures

Before a home visit is arranged, the designated member/s of staff must ensure that:

- The visit is planned and co-ordinated with a member of the Senior Leadership Team
- Two members of staff conduct the home visit.
- The staff member must carry a mobile phone, and have it switched on.

“when off site on school business and planning to return home directly without returning to school first, let someone at home know where you are working and what time you plan to be home, if it is not at the usual time. Keep this person informed of any changes to the information you have given them. This person can then take any necessary action if you do not arrive home as planned. When off site on school business and planning to return to school ensure someone at school knows your plans, where you are working and what time you plan to be returning to school.”

- They make themselves aware of the Children’ details and relevant history.
- They have a clearly identifiable Brunshaw Primary School name badge on.
- On leaving the school site they sign out at Reception giving full details of destination and expected time of return to a member of SLT.

During the visit, the designated member/s of staff is representing the school. It is important that the discussion focuses on the initial reasons why a home visit has been deemed necessary. The designated member of staff must be fully informed as to the current circumstances and the home situation by ensuring they have up to date knowledge of all CPOM entries. Any issues raised by parents at the meeting outside of the scope of the initial reason should be noted and added to CPOMS on return to school.

During the visit, if there are any new concerns or unexpected situations on arrival or during the meeting, the designated member/s of staff must consider if it is safe to proceed/continue with the meeting. If there is any doubt, they must leave and make alternative arrangements to meet with the parents/carers.

After the visit the designated member of staff must:

- On returning to the school site, sign in at Reception.
- Complete a record of the discussion and action points from the home visit on CPOMs.

If the designated member of staff does not return to school at the agreed expected time of return:

- It is the responsibility in the first instance for Reception staff to contact the staff member via their mobile phone.
- If contact is not possible, Reception staff will attempt to contact the child's home.
- If contact has not been made or there is any cause for concern, the duty member of SLT will be informed. Where necessary, a member of SLT will contact the police.

Following a home visit, any action regarding issues of attendance, behavioural concerns, issues involving the curriculum, issues of health, issues involving other children will be managed through the schools' practices and procedures.

February 2025

Next Review: February 2028