



Date	Review Date	Coordinator	Nominated Governor
March 2017	March 2020	Associate Head	Chair of Resources

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### Aim

- To outline the procedures staff will take when carrying out a home visit
- To allow parents/carers to know what procedures must take place during a home visit

### Responsibility for the Policy and Procedure

#### Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Executive Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring all policies are made available to parents;

#### Role of the Executive Headteacher

The Executive Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;

#### Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Executive Headteacher and coordinator;
- ensure that everyone connected with the school is aware of the Health and safety implications of this policy;

#### Health and Safety – Personal Safety

- Let your Assistant Head and the front office know where you are visiting and leave details of the address, your mobile phone number and expected time of return with them.

### **Northern Parade Schools – Home Visits**

Inform the front office when the home visits for the day is completed and you are back on site

- Demonstrate normal courtesy- wait to be invited into the home
- It is important that all contacts with children and families are recorded
- A note should be made of all people present at the visit, dates and times etc.
- Use common sense, trust your instincts and if a situation feels threatening- leave, saying for example, that you are going back to get something from your car

### **Guidance for Home Visits**

- Staff should make two people aware of any home visit, preferably the assistant head and the front office.
- At all times there must be two members of staff completing the home visit.
- An estimate time of leaving and returning should be provided for the front office.
- The visiting staff's mobile number and the parents' home address and number should be provided to the front office for emergency contact.
- Staff should be fully acquainted with the location of a student's home and how to get there to avoid having to stop and ask for directions
- Staff should have the appropriate insurance cover for their cars as insurance companies regard such visits as 'business'
- If staff are anxious upon arriving at a location and feel their safety could be jeopardised, they should not take the risk of proceeding further. They should telephone the home and advise that they are unable to attend. Alternative arrangements should be made.
- Travel plans should only be changed if relevant staff have been alerted
- Confrontation should always be avoided. At the first sign of potential danger the person visiting should make a speedy exit from a home. Staff should never assume that violence won't happen to them. Any incident should be reported to the Safeguarding Officer at school immediately.

### **Support for Parents/Carers**

The Staff will:

- Show respect for parents/carers/families as equal partners in the relationship
- Make appointments in advance and offer a choice when applicable
- Accept families' rights not to want a home visit
- Confirm parents/carers actual name and title and keep on record; do not presume that there are two parents with the same surname as the child
- Where applicable, bilingual support services will be arranged for the family for the home visit.
- Consider/respect issues of Social, Cultural and Religious differences at all times during the home visit

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

### **Linked Policies**

▪ Safeguarding	▪ Equalities
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<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	