



# St James Infant & Pre-School

## Home Visits Policy

Statutory / **Non-statutory**  
**Annual review** / 2 yearly review

Date policy adopted	January 2018			
Review date	Jan '18	January 2019	June 2020	June 2021
Reviewer's name	GG	GG	SO'S	GG
Date minuted by committee meeting	9.5.18			
Next review due by	Jan '19	June 2020	June 2021	June 2022

Written in accordance with: *Guidance for safer working practice for those working with children and young people in education settings, October 2015.*

**THIS POLICY IS INTENDED TO ENSURE** that appropriate measures are taken to fully assess risks and ensure the safety of staff when not on school premises; ensuring that they are not exposed to unacceptable risk.

- Home visits will be made as the children enter their Reception year. They will be conducted by the EYFS team. These are the only currently authorised home visits.
- Home visits may be made as part of the school's safeguarding duty. They will be conducted by the Parent Support Worker or Pastoral Support Officer.

#### **AGREED PRINCIPLES**

- The purpose of any home visit should be agreed with the Head teacher.
- All staff should never attend a home visit alone.
- All staff should avoid unannounced visits wherever possible.
- All staff should ensure that any behaviour or situation which gives rise to concern is discussed with the Head teacher.
- All staff should always make detailed records of visits, including times of arrival and departure.
- All staff will ensure that all visits are justified and recorded.
- All staff to be aware of exposure to unacceptable risk.

#### **AGREED PROCEDURES**

- All staff should inform the office of their destination before leaving the school premises.
- All staff should not enter a home if the parent/carer is absent.
- All staff should ensure that there is visual access to a door for the duration of the visit.
- All staff should have access to a mobile telephone and an emergency contact.
- In the event of an emergency, a telephone call should be made to the school office immediately.
- In the event of an emergency, the code password is; '**Can you look in the red book?**' This will demonstrate the need for assistance.

Reviewed and updated: June 2021