



St James Infant & Pre-School

Home Visits Policy

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

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

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 2020