



# OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST

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## Home Visits Policy November 2023



## Trust Mission Statement

We are a partnership of Catholic schools and our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.

We will achieve this by:

- Placing the life and teachings of Jesus Christ at the centre of all that we do
- Following the example of Our Lady of Lourdes by nurturing everyone so that we can all make the most of our God given talents
- Working together so that we can all achieve our full potential, deepen our faith and know that God loves us
- Being an example of healing, compassion, and support for the most vulnerable in our society



*I can do all things through him who strengthens me.*

Philippians 4:13



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| <b>Date Issued</b>                       | November 2023                                  |
| <b>Governors' Committee Responsible:</b> | OLoL Trust Standards Committee/Executive Board |
| <b>Updates</b>                           |  |
| <b>Trust Board Safeguarding Governor</b> | Sue Dryden                                     |
| <b>Trust Safeguarding Lead</b>           | Robert della-Spina                             |
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# Contents

## Home Visit Policy and Procedure

- 1. Home Visit Definition**
- 2. Aims**
- 3. Reasons for home visits**
- 4. Benefits**
- 5. Procedures**
- 6. Before the Visit- 'Lone Working & Home Visits Step Analysis of Risk Assessment' (see Appendix 1)**
- 7. During the Visit**
- 8. After the visit**
- 9. Home Visit Planning Form- Appendix 2:**
  - page 1 to be completed ahead of the visit and a copy left in the home after the visit
  - page 2 to be completed after the visit and retained in school on cpoms
- 10. Making Safe Home Visits**

## **ALL HOME VISITS CONDUCTED BY STAFF *MUST* BE AUTHORISED BY THE SAFEGUARDING LEAD.**

In addition, wherever possible parents/carers/guardians (Ps/Cs/Gs) should be informed of the home visit prior to arrival, there will be exceptions to this for example a visit to confirm that an absent child is at home when Ps/Cs/Gs are not responding to telephone calls/text messages or emergency safeguarding visits.

### **1. Home Visit Definition:**

A home visit is a visit that requires members of staff to enter the home of a parent, carer, or guardian in the case of an emergency visit or a procedural visit.

### **2. Aims**

- At St Mary's Catholic Primary School we recognise that Ps/Cs/Gs are children's first and most enduring educators and we value the contribution they make.

The aim of a home visit is:

- To establish a partnership between Ps/Cs/Gs and staff so that all parties share their knowledge about the child to enable the individual needs of the child to be met.
- To develop and strengthen relationships with Ps/Cs/Gs for the best interests of the child.

### **3. Reasons for home visits:**

Home visits are important in helping the school to make contact with new or hard to reach Ps/Cs/Gs. They are particularly useful as they enable the Ps/Cs/Gs to still have contact with the school, but in their own environment. Home visits are to be used when:

- Pupils are refusing to come into school
- When there are attendance issues/concerns
- When students are being educated at home
- When all other means of contact with a family has failed
- To meet with Ps/Cs/Gs to discuss an issue regarding their child where it is in the best interest of the child to have that discussion in their own home rather than at school *or* where it would be difficult for a Ps/Cs/Gs to attend school for a meeting and information needs to be shared in a face-to-face meeting in a timely manner.
- To try and establish that a child is safe if they are absent from school and attempts to contact Ps/Cs/Gs have not elicited a response and we have any welfare or safeguarding concerns for the student.
- To work with and support Ps/Cs/Gs in developing strategies to help their child attend school where attendance is an issue.
- To collect from or drop a child off at home where there are concerns for a child's welfare if they travelled by other means.
- To drop off or collect work for a child when they are completing schoolwork at home e.g. following a fixed term exclusion or medical issue.
- To visit a child who has been off school for a period of time, for example due to a medical issue, so that they do not feel isolated from school.
- To investigate situations when there are suspicions that someone may be on holiday contrary to earlier indications (for example when a child is not at school and reported as being ill during the same period for which a request for exceptional leave in term-

time had been refused).

#### 4. Benefits

Home visits have many benefits. For parents, carers, guardians and children, a home visit gives the opportunity to meet a key person in a setting that they are familiar and comfortable with. Other opportunities are to:

- Establish a positive contact with a key member of staff who is supporting the child.
- Meet family members that are important to the child.
- Talk about the child and their needs.

#### 5. Procedures

The aim of the home visit policy and procedure is to ensure good working practice and to provide guidelines in reducing risks to members of staff when undertaking home visits.

#### 6. Before the Visit

- Be familiar with the school's policy and procedure for home visits and risk assessment ***'Lone Working & Home Visits Step Analysis of Risk Assessment' (Appendix 1)***
- Be clear about the purpose of the visit. Make sure that a home visit is really necessary. (If possible and/or practical, arrange for Ps/Cs/Gs to come into the school)
- Complete the ***Home Visit Planning form. (Appendix 2)***
- Arrange for an appropriate person to accompany you, home visits should be conducted in pairs. Clarify each person's role.
- Make sure you are well informed about the subject of the visit. Collect any necessary documentation. Check on school's policy and practice.
- Consider who you need to see, e.g. one or both Ps/Cs/Gs, with or without the child.
- Make sure you are well informed about the family and are aware of personal circumstances.
- Wherever possible make an appointment to establish a time convenient to the family and to ensure that everyone you want to see will be present. Either make a phone call or send a letter.
- Refer to the ***'Lone Working & Home Visits Step Analysis of Risk Assessment' (Appendix 1)*** and inform SLT/safeguarding lead of your intended location before departing for a home visit.
- ***St Mary's Catholic Primary works in liaison with Attendance matters for its home visits. Attendance Matters staff will double up and not make lone visits when undertaking visits on behalf of St Mary's Catholic Primary Academy. If two Attendance Matters staff are not available the visit will be made with one of the following members of St Mary's safeguarding team – Mr Joe O'Connor or Miss Claire Queen. Please see the attached appendices from Attendance Matters which supplements the work undertaken here at the school.***
- [Appendix 1 Home Visits Policy.pdf](#)
- [Appendix 2 Lone Working Risk Assessment](#)

## 7. During the Visit

- Park in a well-lit area and in a position where you do not need to reverse on leaving.
- Dress appropriately.
- Ensure that there are no animals in the room where a meeting takes place.
- Introduce yourself, have identification available and explain again the purpose of the visit, carry your identification do not use a necklace lanyard.
- Do not enter the premises unless invited in by a responsible adult.
- Do not enter the premises if invited to do so by a child that is on the premises unsupervised by a responsible adult.
- Only speak to an adult with parental responsibility (Ps/Cs/Gs) or another responsible adult whom a P/C/G has delegated to be there in their absence and they have given us permission to speak to about the student for whom we are making the home visit.
- Do not speak to siblings other than to ask if their P/C/G is available. Do not discuss the purpose of the visit with siblings or any other unknown young person or adult at the premises.
- If sitting down ensure you have clear access to the exit/door.
- Do not go upstairs in a property unless accompanied by a responsible adult and then **ONLY** if you deem it completely safe to do so and necessary.
- Do not enter a child's/young person's bedroom.
- If you are concerned that a child/young person is in the home inappropriately alone/unsupervised contact the school's safeguarding team straight away to discuss your observations or to seek immediate advice from them if you are uncertain whether the child is alone/unsupervised. If appropriate the Safeguarding Lead will make a referral to social care.
- If you feel that a child/young person is in immediate danger contact emergency services 999.
- Assure P/C/G that you will treat anything they tell you sensitively and will only tell the head teacher or other appropriate staff. Explain that you may need to take notes during the meeting. Do not promise not to relay information to school. Remember that under the child protection procedures you must report disclosures or suspicions to the designated person for child protection.
- Be sensitive to the culture, religion etc of the home.
- Be professional; give professional advice and information rather than personal opinions.
- Be sympathetic but remain neutral. Don't get personally involved. Be discreet but assertive about the direction of the conversation; do not gossip about the school or staff.
- Do not stay too long. Keep to the point.
- Do not carry large sums of money when making a home visit.
- Complete Home Visit Form to evidence visit.

## 8. After the Visit

- Report back to the school and hand in the completed Home Visit Planning Form to the Safeguarding Lead in line with school policy and upload to cpoms.
- If you are not returning directly to school, telephone the school after the visit to say you have left the home visit and upload Home Visit Planning Form to cpoms asap when you return to school.
- Any Child Protection concerns arising from home visits should be discussed with the Safeguarding team asap and logged on cpoms.
- At school do not discuss individual home visits with staff who are not involved with

those particular children.

### **9. Home Visit Planning Form (see Appendix 2)**

- Complete page 1 of the form and take a copy ahead of the visit and leave a copy in the home after the visit.
- It is essential that staff write a short report on every visit they make (page 2) and retain this in school on cpoms alerting the relevant staff members.
- If an incident does occur, the visitor should record all details as soon as possible after the incident before precise recollection of events fall from their memory.
- If an accusation of abuse is made against the visit/visitor advice should be sought from the head teacher as soon as possible.

### **10. Making Safe Home Visits: summary**

#### **Before**

- Read 'Lone Working & Home Visits Step Analysis of Risk Assessment' Appendix 1
- Complete/hand in, Home Visit Plan Form page 1, Appendix 2
- Be clear about the purpose of the visit.
- Arrange for an appropriate person to accompany you.
- Be well informed about the subject of the visit.
- Always make sure that the school knows where you are going.

#### **During**

- Carry a mobile phone with you.
- Consider who you need to see.
- Make a prior appointment to establish a time of visit wherever possible.
- Carry identification; do not wear it on a necklace lanyard.
- Do not stay too long.
- Introduce yourself.
- If sitting down ensure you have clear access to the exit/door.
- Be professional.
- Don't carry large sums of money.
- Leave a copy of the Home Visit Plan Form page 1, Appendix 2 with the parent/carer/guardian.

#### **Action to take if you are threatened**

- If you are threatened or prevented from leaving stay calm and try to control the situation. Try to appear confident, speak slowly and clearly and not be enticed into an argument. Try to diffuse situation by saying you will seek advice from a senior member of staff or colleague.
- Keep your distance, never touch or turn your back on someone who is angry.
- If staff attend as a pair wait outside the property until all staff involved have arrived. Consider whether sending out two members of staff may escalate the difficulties; if this may be the case make phone calls/teams call instead.
- If working as a pair agree a code word (safe word) or phrase to alert a colleague that you need assistance or should leave.
- The same code word should be used if you contact school to alert them that you are in danger and need support.
- Staff must leave the property and reach a place of safety if you have any concerns about personal safety and inform school immediately.

**After**

- Report back in school and upload to cpoms a copy of completed Home Visit Plan Form page 2, Appendix 2,
- If you are not returning directly to school, telephone the school after the visit to say you have left the residence.

**If you are concerned about your safety do not visit.**

**It is strongly recommended that no one makes an evening home visit.**

**Safe word:** To be agreed and recorded on the 'Lone Working & Home Visits Step Analysis of Risk Assessment Intent to Visit'.



**APPENDIX 1: Lone Working & Home Visits Step Analysis of Risk Assessment**

**WORK ACTIVITY RISK ASSESSMENT**

**Task being undertaken:** Lone Working Risk Assessment out of office

**Occupations:** All Staff

**Any vulnerable persons particularly at risk:** Safeguarding team aware of named visit

**Date of assessment:**

| <b>Hazards</b>                                     | <b>People</b>                 | <b>Severity of harm</b>  | <b>Likelihood</b>  | <b>Risk Level</b> | <b>Controls</b>   |
|--|-------------------------------|--|--------------------|-------------------|---|
| Aggressive or violent parent/student/family member | Member of staff may be harmed | Major injury may occur   | Remote possibility | low               | Refer to home visit policy<br>Risk reduced by informing safeguarding team prior to visit<br>2 person visit if aware of home circumstances<br>Inform reception and sign out so others aware<br>Take mobile phone for communication                         |
| Driving  | Member of staff may be harmed | Vehicle breakdown<br>Accident<br>Intruder in vehicle when unattended<br>Use of mobile phone<br>Fatigue | Remote possibility | Low               | Maintain vehicle properly<br>Belong to a breakdown organisation<br>Carry torch, phone etc for emergency<br>Advise team or partner where you are going<br>Phone school if plan changes<br>Do not leave valuables in car (e.g. laptop)<br>Avoid risky areas |

|  |  |   |        |     |  |
|--|--|---|--------|-----|--|
| Movement through public areas e.g. to/from car parks | Member of staff may be harmed            | Attack Theft of property                        | remote | Low | Back down from confrontation<br>Call for help<br>Use attack alarm<br>Keep valuables secure and out of sight or disguised<br>Surrender valuables if personal safety is at risk<br>Use staff vehicle, bus or public transport if available<br>Access post incident support |
| Illness or injury/ accident                          | Member of staff may be harmed or injured | Illness or injury<br>Take mobile communications | Remote | low | Alert Emergency services if appropriate<br>Alert team members if able to<br>Ensure access to phone<br>Take prescribed medication as directed or as needed<br>Complete injury at work protocol on return  |
| Attack by dog or other animal                        | Member of staff may be harmed or injured | Major injury may occur                          | Remote | Low | Avoid contact with animals<br>Seek local advice before entering premises with animals<br>Appropriate behaviour near animals – avoid alarming them, e.g. sudden movements   |

**APPENDIX 2: Home Visit Plan**

**Name of School:**

**Logo:**

|  |       |                       |       |
|--|-------|-----------------------|-------|
| Person Visiting: <sup>1</sup>          |       | Job Role:             |       |
| Visited home address:                  |       |                       |       |
| Pupil name:                            |       |                       |       |
| Reason for calling:                    |       |                       |       |
| Date:                                  |       | Time:                 |       |
| Comments:                              |       |                       |       |
| Signed:                                |       | Staff name:           |       |
| Signed:                                |       | Parent/Guardian name: |       |
| Visit authorised by Safeguarding Lead: | Date: |                       | Time: |

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<sup>1</sup> Page 1- A copy of this page **MUST** be left at the home.

|                                    |  |
|------------------------------------|--|
| Outcome of home visit <sup>2</sup> |  |
| Action required                    |  |

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<sup>2</sup> Page 2- This page is a school copy only. Upload to CPOMS on return to school.