

# Ladywood Primary School



## Home Visiting Policy

September 2021

## **Aims**

This policy aims to:

- Explain the rationale behind Home Visits
- Illustrate the procedure for Home Visits
- Keep Ladywood Primary School Staff safe when visiting families in their own homes.

## **Rationale for Home Visits**

- Home Visits are an opportunity for parents, children and Foundation Stage staff to meet in a setting that is both familiar and comfortable to the children before pupils start in Foundation Stage 1 (Part-time Nursery).
- Home Visits allow staff to spend time individually with pupils in order to find out their personal interests to aid with personalised learning.
- Home Visits provide an opportunity for staff to collect emergency contact forms, medical information and complete necessary consent forms prior to the child starting school.
- Home Visits also allow parents to voice any concerns in private.

## **Home visit procedure**

- All parents are offered a Home Visit in the half term before their child is due to join F1.
- Home visits are optional and can be declined if the parents do not feel that it is beneficial.
- Foundation Stage Staff will make prior appointments with Parents and visit in pairs.
- The visit will be informal to allow staff, parents and children to get to know one another and share relevant information.
- All information collected will be treated with confidence.

## **School closure**

- Staff will endeavor to ensure that home visits do not disrupt the learning of the current F1 class and that F1 is still open during the day of home visits. However, it may be necessary to close F1 for the day if other arrangements cannot be made.

## **Staff Safety**

- Staff will conduct Home Visits in pairs in order to reduce any risk to employees.

- Staff will ensure that they leave a timetable log of the parents and homes that they will be visiting, with the main office, at the start of each Home Visiting Day.
- Staff conducting Home Visits will return to school at lunchtime.
- Staff conducting Home Visits will carry a mobile phone so that they can contact school and, be contactable by school, at any point during the Home Visiting Day.
- Staff will terminate the visit prematurely if they feel to be in any risk whatsoever.

#### **Action in the event of violence and aggression towards Staff on Home Visits**

- In the event of an act of violence or aggression towards a member of Staff whilst conducting a Home Visit, the employee involved will be required to complete an HS2(v) form with the Headteacher.
- The Headteacher will forward the said form to the Local Authority and report the incident to the Governing Body.
- Any incidents will trigger a review and may determine the need for the Home Visiting Policy to be reconsidered.

#### **Links to other Policies**

- Please read this policy in conjunction with the Work Related Violence Policy.

#### **Review of the Policy**

- This Policy will be reviewed biannually unless incidents against employees occur, or changes occur in legislation or local guidance determining the need for an early review.

**Policy written by:** Mrs McQuillan

**Policy updated by:** September 2022