

Westwoodside  
Church of England Primary Academy Trust

Home Visits Policy

Date approved by governors	29.11.17
Date uploaded to the website	Dec 2017
Review date	Dec 2020
Signed	M.Potter
Author	J. Richardson

*This policy should be read in conjunction with other school policies including:*

### Introduction

At Westwoodside Church of England Primary Academy we recognise the need to ensure appropriate safe practices are adhered to with regard to home visits made by staff.

We usually make home visits prior to a child joining us in Nursery or Reception class. On occasions homes visits may be made to meet with parents and other agencies e.g. for an attendance meeting; medical reasons or an Early Help meeting. As employee safety is of paramount importance all staff must follow this procedure to ensure a safe visit

1. **ALWAYS** take two people on a visit
2. In exceptional circumstances it may be necessary to for another person to be part of a visit team or for three people to attend (one may wait in the car)
3. When arranging the visit, questions about pets should be asked and parents asked to tether animals prior to our arrival
4. The people visiting must have a working mobile phone with them.
5. A list of homes to be visited should be left in the main office with approximate timings and the contact number of the mobile phone.
6. There must be a contact based at the academy e.g. Head Teacher, Business Leader or other relevant member of staff. They must have the mobile phone details, addresses of homes to be visited and the approximate return time  
At the end of the appointment the people on the home visit must let the link person know they are back safe and well
7. If no phone call is received, the link person will ring you to check you are safe and in no immediate danger. A code word can be employed if there is a concern about a risk. This will enable the admin team to call 999 without alerting the person you are visiting.
8. Any concerns about home visits should be reported and discussed with a member of SLT so that appropriate precautions can be taken in the future