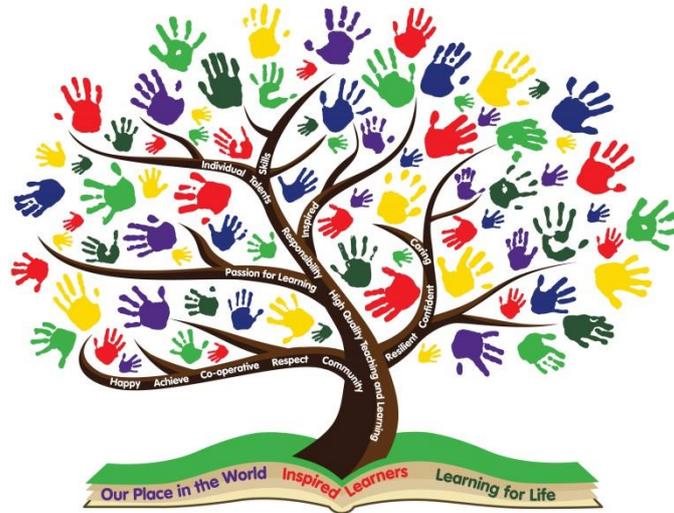


**THAKEHAM PRIMARY SCHOOL**

'Small School, Big Opportunities, Great Achievements'



# Home Visit Policy

## Thakeham Primary School

Date approved by the Standards, Teaching & Learning Committee:  
29.3.22

Review Date: March 2025

Signed

Acting Headteacher: *Steph Davis*

Chair of Governors: *Kate Nelson*

Thakeham Primary recognises the importance of establishing a close relationship with families. Home visits are an important part of the transition process into school and a positive way to create a welcoming and supportive learning relationship with families so that all children are able to get the very best from their time at school.

This policy is designed to protect the safety of all parties carrying out home visits. Where home visits take place, the Home Visit Risk Assessment must be reviewed in advance. This will identify any concerns about potential risk and appropriate measures to be taken. If specific information is known about families, this should be added to the risk assessment.

### **Aim of Home Visits (EYFS and Attendance / Wellbeing or by request by a senior member of staff)**

Home visits are carried out by parties for a variety of reasons.

#### **Early Years transition home visits**

- To meet the child and their family in their home environment and to establish a warm and caring relationship before the child starts school to ease the settling in period.
- To ensure that the child has met staff on familiar territory. This can help the child feel more confident about making the transition from home to school.
- To encourage families to share appropriate information about their child. This information will help us to get to know the child's needs, answer any questions and to plan an appropriate transition.
- To share information about Thakeham Primary School and how we can support families.

#### **Attendance and wellbeing visits**

- The aim of the home visit is to offer support for the family
- If appropriate, take set work from the teacher for the child.
- To carry out safeguarding concerns.
- To carry out parental requests as agreed by the head teacher.

#### **Record keeping of visits**

- If notes / minutes are taken within a meeting, either with families or during conversations with a child, permission must be obtained beforehand from the adults and children. Those present at the meetings must be in agreement for notes to be taken before doing so. Before notes are taken, the meeting or conversation participants must be informed that these notes will be shared with the Head Teacher / DSL's. At the end of the conversations / meetings, the adults and/or children present are to read through the notes that have been taken or the notes should be read out. If in agreement with the notes that have been taken, the adults and children must then sign the notes. If the individual requests changes to be made to the notes, this must be completed upon closure of the conversation or meeting with the individual(s).
- If consent is not given to take notes during the conversation or meeting with the individual(s), notes should not be taken. The meeting or conversation participants must still be informed that the meeting or conversation content will be shared with the Head Teacher / DSL's.
- Notes will be stored appropriately following GDPR procedures.

## **Procedure**

Home visits must be completed in pairs, following a telephone call or email confirmation to or from families beforehand to agree the visit. The aim of the home visit is to offer support for the family and if appropriate, take set work from the teacher for the child

EYFS home visits will always take place with staff in pairs. Home visits can only take place when the policy and protocols are fully met. Policy and procedures must be consistently applied.

The main office will hold a timetable or information via the school diary of where the staff members are visiting and hold a mobile number for both staff members.

EYFS home visits will be completed at a pre-arranged date and time with the family.

It is important that the families have the time and opportunity to ask any questions that they may have about Thakeham Primary and the transition process.

Attendance / wellbeing home visits will be completed by two members of staff, one being a member of the Senior Leadership Team.

During the home visit, staff members will check in with the families and offer support. It is important for the staff members to have sight of the child who has been absent from school. This is to check their wellbeing and to reassure the child about their return to school when feeling better.

## **Resources needed for EYFS home visit**

All visits need careful structuring and prepared resources. Staff will take a mobile phone for safety reasons and a map / sat nav to locate the address.

### **During the visit**

- Staff to be aware of pets and other family members that may be in the home
- Sit near a door or exit and if worried, leave the property together
- Staff should demonstrate an awareness and respect for differing cultures
- Staff to comply with appropriate customs such as removing shoes, wearing appropriate / professional clothing (refer to Code of Conduct policy)
- Staff should remain aware of time constraints on both themselves and families

### **Risk Assessment (prior to home visit) See Home Visit Risk Assessment**

- Check records to see what is known and information available
- Talk to others professionals who may already have had contact or involvement with the family
- Obtain information about the location of the home visit.
- Discuss strategies to adopt when working with a potentially challenging family with your line manager.

- Where potential risks are identified, arrange an alternative meeting environment.
- Inform the front office when you are leaving for a home visit
- Leave the details of the home visit schedule with the front office. Include a list of visit addresses and times, including the family name, child's name, address, telephone number and purpose of visit.
- Any changes to the time or date of the visits need to be communicated between school and families.
- Staff members to wear school ID lanyard at all times during the home visit
- Demonstrate courtesy – wait to be invited into the home
- If the family appear uncomfortable about the visit continuing, staff should offer to leave, offer to continue the contact with a telephone call and give the family the telephone number of the school.