



BISHOP LONSDALE CHURCH OF ENGLAND PRIMARY SCHOOL AND NURSERY

# Staff Home Visit Policy

Date policy last reviewed: \_\_\_\_\_

Signed by:

_____	Head of School	Date: _____
_____	Chair of governors	Date: _____

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## **Statement of intent**

**Bishop Lonsdale Primary School** firmly believes that regular attendance is essential to the successful academic development of pupils.

The roles of the Attendance Champion and Attendance Lead are crucial to the overall performance of the school. With this in mind, we have established this policy for staff who make home visits.

We believe that clear procedures must be in place to avoid misunderstandings or confusion about home visits.

Home visits are a useful way of addressing the problems that lead to poor attendance; however, since staff are entering private property, it is important that all parties are made aware of the rules and procedures. staff will maintain the highest professional standards at all times.

A copy of this policy will be made available to parents via **the school website**.

## 1. Legal framework

This policy has due regard to relevant legislation and guidance including, but not limited to, the following:

- Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006
- Health and Safety at Work etc. Act 1974
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2018) 'Working Together to Safeguard Children'
- DfE (2022) 'Working together to improve school attendance'

This policy is designed to be used in conjunction with other policies such as the following:

- Child Protection and Safeguarding Policy
- Attendance and Absence Policy
- Allegations of Abuse Against Staff Policy
- Low-level Safeguarding Concerns Policy
- Physical Intervention Policy
- Children Missing from Education Policy

## 2. Roles and responsibilities

The governing board will be responsible for:

- Ensuring appropriate procedures are in place for Attendance Champion home visits.

The Head of School will be responsible for:

- The overall implementation of this policy.
- Ensuring staff have the appropriate training to conduct home visits.
- Ensuring the appropriate safeguarding arrangements are in place.

## 3. Personal safety

It is the responsibility of staff to keep themselves safe at all times. They will avoid any situations that may risk their safety.

Staff will carry a mobile phone at all times.

Staff will not enter the home of a pupil unless an appointment has been made and the parent is present. Written confirmation of the appointment will be recorded and held in the **school office**.

Appointment records will include the time and location, along with the name of the pupil. Signatures of the parents and the Attendance Champion will also be kept.

Staff will not make a home visit alone.

If a staff member feels that they are in immediate danger, they will notify the **school office** who will contact the police.

Details of the vehicles used by staff, including make, model, registration number and colour, will be held by the SBM. All vehicles must have the required up-to-date insurance.

## **4. Training**

Staff who make visits, will be fully trained in safe working practices. The Head of School will be responsible for organising the relevant training.

Before performing their duties, staff will undergo the appropriate training. This includes training related to cultural awareness, diversity and racial equality, specific equipment training, manual handling training, first aid, and training in disengagement techniques.

## **5. Home visits**

Home visits will be carried out in two circumstances

### **Safe and Well Check**

This will be carried out in line with the school's Attendance Policy. A safe and well check will be usually be made by the Attendance Champion and another member of staff on the first day of absence, if school have been unable to contact parents and a child is absent without any explanation. The Attendance Champion, Head of School and DSL may also decide to make a safe and well check if they have concerns about a child's welfare.

### **Three day Absence Check**

If a child has been absent from school for 3 consecutive days and not been seen by a member of staff, an unannounced visit may be carried out by two members of staff.

In both circumstances;

- Identification cards will be worn at all times. They will be clearly displayed on the front and outside of the Attendance Champion's clothing.
- The staff will not enter a pupil's home should they feel unsafe.
- If there are potentially dangerous animals in the residence, the staff will request that they are kept in a separate room.

## **6. After the visit**

Once a visit has ended, the details of the visit will be recorded using MyConcern.

## **7. Child protection and safeguarding**

Staff will carry out their work in line with the school's Child Protection and Safeguarding Policy at all times.

Staff will not be put in a situation where they are alone with a pupil during a home visit – a parent and another member of staff will always be present.

Where required, physical intervention by staff will be enacted in accordance with the Physical Intervention Policy. Staff will only ever use physical intervention as a last resort, and it will be the minimal force necessary to prevent injury to another person. Physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

Staff will report any safeguarding concerns using MyConcern.

Any allegations made against Attendance Champions will be dealt with in accordance with the Low-level Safeguarding Concerns Policy or Allegations of Abuse Against Staff Policy.

Any complaints regarding the staff conduct or the home visit will be raised in line with the Complaints Procedure Policy.

## **8. Monitoring and review**

This policy will be reviewed **annually** by the Head of School .

The Head of School is responsible for monitoring this policy and procedures and will amend it accordingly following any incidents or concerns.

The next scheduled review date for this policy is **April 2026**.