



BISHOP LONSDALE CHURCH OF ENGLAND PRIMARY SCHOOL AND NURSERY

Attendance Officer Home Visit Policy

Date policy last reviewed: _____

Signed by:

_____ Head of School Date: _____

_____ Chair of governors Date: _____

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Personal safety
4. Training
5. Home visits
6. After the visit
7. Child protection and safeguarding
8. Monitoring and review

Statement of intent

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

The role of the attendance officer is crucial to the overall performance of the school. With this in mind, we have established this policy for attendance officers who make home visits.

A large part of the attendance officer's time will be spent outside school premises. For this reason, 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 the attendance officer is entering private property, it is important that all parties are made aware of the rules and procedures. Attendance officers 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 (2022) 'Keeping children safe in education 2022'
- 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 officer home visits.

The Head of School will be responsible for:

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

The attendance officer will be responsible for:

- Following this policy at all times.
- Always acting in the best interests of pupils.

3. Personal safety

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

Attendance officers will carry a mobile phone at all times.

Attendance officers 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 officer will also be kept.

Attendance officers will not make a home visit alone.

If an officer feels that they are in immediate danger, they will notify the **school office** who will contact the police.

Details of the vehicles used by attendance officers, 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

Attendance officers will be fully trained in safe working practices. The SBM will be responsible for organising the relevant training.

Before performing their duties, attendance officers 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 officer 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 officer, 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 will be carried out by the attendance officer and another member of staff.

In both circumstances;

- The attendance officer will be accompanied by another member of staff.
- Identification cards will be worn at all times. They will be clearly displayed on the front and outside of the attendance officer's clothing.
- The attendance officer will not enter a pupil's home should they feel unsafe.
- If there are potentially dangerous animals in the residence, the officer 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

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

Prior to an attendance officer being appointed, the appropriate background checks will be obtained. This includes an enhanced DBS certificate and barred list check.

Attendance officers 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.

Attendance officers will report any safeguarding concerns using MyConcern.

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

Any complaints regarding the attendance officer's 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 **November 2023**.