

# Home Visit Policy 2024

## Blessed Edward Oldcorne Catholic College



**Approved by:** Full Governing Body

**Date:** October 2024

**Last reviewed on:**  
October 2023

**Next review due by:** October 2025

### Rationale of home visits.

Blessed Edward Oldcorne Catholic College feels that home visits are an important way to build positive relationships between home and College. Home visits mainly occur when there has been no reason given for a student's continued absence from college or too many absences causing a genuine concern.

Home visits are for all stakeholders to share information, which is in the best interest of the student and for support to be offered, if needed. Visits also allow parents / carers to share sensitive information without the fear of being overheard and for the student to feel relaxed in their home setting.

Families should feel empowered after a home visit and feel that their views have been listened to.

Some home visits are safe and well checks for students who are not attending college for a specific reason known to all stakeholders. They should be conducted as a home visit but may be shorter in length.

### Procedure prior to the home visit.

A brief written risk assessment should be carried out before the first home visit and referred to for subsequent visits. There is a standard template available to complete this risk assessment.

If college has been notified that a family have any type of support worker, it is in the best interest of the student to aim to inform this individual about the home visit as soon as possible. Most visits should not be unannounced, however there may be certain situations, such as poor attendance, where an unannounced visit is required.

The staff on the home visit must ensure they inform either; the Headteacher, Acting Headteacher, a Deputy Headteacher or an Assistant Headteacher where and who they are visiting. Staff on the visit should carry a college mobile or their own personal mobile phone and leave this number with the college office. Staff should sign out on departure and sign back in on arrival back at college while also filling out the home visit log sheet in the main office.

### Procedure during the visit.

The home visit should only go ahead if a parent / carer is present. If a parent or carer is not present college staff can speak to a student at the door for a very brief welfare check without going into the home. If a parent or carer is not present college staff will not enter the home.

Members of staff should introduce themselves and show their name badge as proof of their identity. At this point the purpose of the visit should clearly be explained and any relevant documents produced and given to parents / carers.

If no one is home or nobody answers the door any relevant paperwork should be posted through the letter box. College staff will not try to communicate or enter the property via any other means of entry unless invited to do so by a parent or carer.

If more than one member of staff is on the visit one adult should lead the visit to avoid the parent / carer feeling overwhelmed. Notes should be taken to assist future planning, record keeping and intervention for the family.

Staff should constantly assess the mood of the visit to ensure they are not put in danger, including risk from animals. If at any point staff are not happy or concerned about their safety, they should leave.

Confidentiality should be always respected unless there is a safeguarding concern.

If the visit is for attendance, it may be agreed by all stakeholders that there is no reason why the student should not return to College. In this instance staff or family can take the student back to College.

### Procedure after the visit.

All notes should be written or typed up and shared appropriately on synergy under the students attendance record and with relevant staff. MyConcern should also be used if there is a safeguarding concern about the student. Referrals to be made to external agencies if necessary. Dates for a further home visit could be set.

### In case of emergencies.

The college office should be aware of who is making a home visit and to which family at which address. A home visit log is held in the front office.

If the family has a support worker, the support workers contact details need to be easily accessible if there is a cause for concern during the home visit.

Staff should bring a college mobile or use their mobile phone for contact. They should let the college office know the contact number for them during the home visit.

Staff carrying out the visit should let the college office know the estimated time of return. If the staff do not return by the pre agreed time, the college office should try to contact the staff. If staff on the visit are running late and there is no emergency, they should still call the office to let them know.

The Police must be called if there is no answer and staff are late back and there is reasonable cause for concern.

If the college office receives a call from the member of staff conducting the home visit for emergency assistance, then the Police are to be called immediately to the home visit.

On return to College after an incident the member of staff must see the Headteacher or Acting Headteacher.

**Home visits should always be discussed and agreed with by either; the Headteacher, a Deputy Headteacher, DSL or Assistant Headteacher and always be carried out in the best interest of the student.**