



SAINT NORBERT'S CATHOLIC PRIMARY VOLUNTARY ACADEMY

HOME VISITS POLICY

(2021)

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HOME VISITS POLICY

“To Live, Love and Learn in the Footprints of Jesus.”

UN Convention on the Rights of the Child

As a Rights Respecting School, we aim to ensure, in particular, that:

- children enjoy the right to be educated
- children have the right to be treated fairly
- The best interests of the child must be a top priority in all decisions and actions that affect children

Headteacher / Deputy Designated Safeguarding Lead: Mrs Pam Tonge
Designated Safeguarding Lead: Mr Alex Dawson

Introduction

The purpose of home visits is to develop and strengthen relationships, to identify needs and deliver intervention programmes by offering support and advice and a signposting service to relevant agencies.

There may be times when a member of staff needs to meet with parents/carers and it may be most appropriate to visit the home. Meeting staff members can be a daunting prospect for some families, particularly if their own experiences of using outside agencies and education were less than positive. Parents/carers may feel more secure and in control in their own homes, and therefore able to talk more freely. In familiar surroundings, they may find it easier to ask for help and support and advice.

For parents/carers a home visit provides an opportunity to talk about their child, their needs, and to share concerns that they may have. Arrangements should always be made professionally and sensitively.

We want to do all we can to make the process as stress-free and enjoyable as possible for families and their children. As parents/carers are a child's first educator, the first step of this partnership is a home visit for every family before a child starts at our school. We believe that this enables parents and children to meet members of the EYFS staff in the place where they feel most at ease, at home.

- Two members of the St. Norbert's Early Years Foundation Stage team will carry out the visits.
- Parents will be notified of the visit in advance and a convenient time arranged.
- St. Norbert's staff will wear their id badges.
- One member of staff will play with the child during the home visit while the other member of staff completes any necessary paperwork and checks the application form.
- Our EYFS booklet will be shared with parents and any queries arising from it answered.
- The next part of the settling in process at EYFS will also be explained.
- Session times will be discussed and confirmed as far as possible.
- A date and time for the child's first visit to EYFS will also be given.

If a home visit is not possible, parents/carers will be invited to visit school at a mutually-agreed time to meet the child's teacher and to complete the relevant paperwork.

If school-based staff are aware of special circumstances or arrangements for home visiting, these must be discussed with the Headteacher in advance, who will decide on the necessary additional arrangements required to carry out the visit.

The following safe working practice should be read when planning home visits to ensure that staff and families are kept safe.

Before visiting a home

- The visit must have been pre-agreed with the Headteacher.
- You must always be accompanied by another member of staff.
- Always telephone or write to ask if it would be convenient to make a visit.
- Always make the purpose of your visit clear.
- If you have any allergies/phobias these must be checked with the home before hand.
- Always respect parents/carers views and the need for confidentiality.
- Outcomes or information from the visit should be recorded and shared with appropriate staff. They will decide if the information needs to be shared.
- Ensure that you will be able to communicate effectively with parents/carers and use or take an interpreter who will translate if necessary.

The Visit:

- Any accidents occurring during home visits should be recorded in writing as soon as possible, while events are still fresh in people's memories.
- Staff will adhere to relevant guidance in the latest Covid-19 Risk Assessment.

Identification:

- Identification must be shown on all home visits.
- A person being visited in their own home must be able to phone the organisation to check and verify the worker's identity if they want to.

Our undertaking to families:

All routine visits will be pre-booked and you will be given a time for the visit. If the staff member is delayed, you will be contacted as soon as possible.

Policy reviewed: LGB March 2021