

Home Visits Procedure

The Ripley Academy firmly believes that:

Regular attendance at school is essential to the successful academic development of pupils

Safe and well checks should be carried out to safeguard our pupils

Work with families is an important part in engaging families to successfully impact on the outcomes for our pupils.

The role of the Intervention & Safeguarding Team is crucial to the overall performance of the school. With this in mind, we have established this procedure for Intervention & Safeguarding Team members and other members of staff from The Ripley Academy 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; a good way of undertaking our safeguarding obligations in terms of checking the safety and wellbeing of pupils absent from school and a positive way of engaging with the wider family, however, since the staff are entering private property, it is important that all parties are made aware of the rules and procedures. Our staff will maintain the highest professional standards at all times.

Home visits may be planned or unannounced, especially when it comes to undertaking attendance and safeguarding checks.

A copy of this procedure will be made available to parents/carers via our school website.

Legal framework

This procedure has due regard to relevant legislation 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

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

- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy

Personal safety

- It is the responsibility of our employees to keep themselves safe at all times. They must avoid any situations that may risk their safety.
- They must carry a mobile phone at all times, there will be a log of the number they can be reached on and this will be held by the Intervention and Safeguarding Team Manager.
- Staff will 'check in' by calling the Intervention and Safeguarding Team every two hours to update them of their whereabouts.
- A dynamic risk assessment will be conducted by the Intervention & Safeguarding Team caseworker prior to a home visit. If a particular home visit poses new risks, a comprehensive risk assessment will be created before the visit.
- Records of home visits must include the time and location along with the name of the pupil.
- Details of the vehicles used by staff, including make, model, registration number and colour, must be held by the Business and HR Manager. All vehicles must have the required up-to-date insurance and appropriate checks.

Training

- Staff will be trained in safe working practices.

Home visits

- Home visits allow the school to learn the underlying reasons behind poor attendance, undertake pupil safe and wellbeing checks and build a rapport with parents/carers. By opening a dialogue with parents/carers, the Intervention & Safeguarding Team can offer the required support.
- Visits will be recorded.
- Visits will be conducted by one member of the team unless there are other reasons why more than one member of staff needs to visit the property (including concerns over safety at which point a risk assessment should be in place).
- Visits must be approved by the Intervention & Safeguarding Team Manager or the Deputy Headteacher before any visits occur.

- Identification cards (staff badge) will be worn at all times. They will be clearly displayed on the front and outside of clothing.
- A house should not be entered if the member of staff feels unsafe. If a visit is cancelled because of concerns over safety, the reason for cancelling the visit must be recorded.
- If there are potentially dangerous animals in the house, the member of staff will request that they are kept in a separate room. If the parent/carer refuses, or is unable to adhere to this request, the visit will be cancelled. The reason for the cancellation will be recorded.

After the visit

- Once a visit has ended, any agreements made between the member of staff and parents/carers will be recorded.

Child protection and safeguarding

- If a member of staff is transporting a pupil, the member of staff must have appropriate insurance, and the pupil must be seated in the rear of the vehicle.
- Staff must only ever use physical intervention as a last resort, and it must 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.
- Any allegations made against any staff will be dealt with in accordance with the Allegations of Abuse Against Staff Policy.