

Lynnfield Primary School
Attendance Team Home Visits Policy

<u>Contents</u>	<u>Page</u>
1. Statement of intent	2
2. Legislative framework	2
3. Personal safety	2
4. Procedure	3
5. Review and monitoring	4

1. Statement of Intent

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

The role of the attendance team is crucial to the overall performance of the school. With this in mind, we have established this policy for attendance team members who make home visits. A large part of the attendance team'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 team are entering private property, it is important that all parties are made aware of the rules and procedures. Attendance team members will maintain the highest professional standards at all times.

A copy of this policy will be made available to parents/carers.

2. Legal framework

This policy 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 Policies
- Attendance Policy

3. Personal Safety

- It is the responsibility of staff making home visits to keep themselves safe at all times. They must avoid any situations that may risk their safety.
- Staff should attend home visits **in pairs** for their own security.
- Staff must carry a mobile phone at all times. The number will be recorded and held by the school office.
- A risk assessment will be conducted by the Designated Safeguard Lead or PSA prior to a home visit. Before each home visit the Local Authority Employee Protection Register will be checked. If it is felt that a particular home visit poses a risk, the Executive Headteacher/Deputy Headteacher and Designated Safeguard Lead will decide upon the best course of action.
- Attendance Team Staff will often make unannounced visits. A record of the time and location of each appointment **must** be left in the school office. Staff must phone school on arrival at the address and again when leaving the address.

Lynnfield Primary School
Attendance Team Home Visits Policy

- Details of the vehicles used by staff on the home visit, including make, model, registration number and colour, must be held in the school office. All vehicles must have the required up-to-date insurance. If staff have gone on foot the school office must be aware of this and the route they have taken.
- If a member of staff feels that they are in immediate danger, they must use the mobile phone to notify the police.

4. Procedure

- Home visits allow the school to learn the underlying reasons behind poor attendance. By opening a dialogue with parents/carers, attendance officers can offer the required support.
- Home visits are often unannounced. However staff will sometimes arrange a date and time in advance of the visit.
- A list of visits will be compiled on a weekly basis. This list will include the name and address of the pupil, the name and contact details of the parent/carers, along with the attendance record of the pupil.
- The list must be approved and signed by the Designated Safeguarding Lead before any visits occur.
- If the parents/carers are not present at the arranged time, the attendance officer should wait no longer than 10 minutes. If the parent/carer does not arrive the visit will be cancelled. An advice slip with date, time and names of the staff visiting will be posted through the door of the property in an addressed envelope.
- Identification cards 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 staff feel unsafe. If a visit is cancelled because of concerns over safety, the reason for cancelling the visit must be communicated in writing to the Executive Headteacher/Designated Safeguarding Lead.
- If there are potentially dangerous animals in the house, the officer 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 communicated to the Executive Headteacher/Designated Safeguarding Lead in writing.

5. Policy Review and monitoring

This policy will be reviewed annually by the Designated Safeguarding Lead.

Review Date: September 2019

Reviewed by: S. Sharpe and L. Cairns

Approved by Governors:

Next Review Date: September 2020