

Lynnfield Primary School
Safeguarding and Child Protection Team Home Visits Policy

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1. Statement of Intent

Lynnfield Primary School firmly believes that all children need to feel safe and confident to be able to achieve academically.

We believe that meeting with parents/carers and children is crucial in helping to form a positive partnership between home and school. Where a family is facing crisis or experiencing difficulties, members of the safeguarding team will make a home visit. Our aim is for all children to feel safe and for parents/carers to feel supported and informed of schools' decision making and rationale behind those decisions. We will offer parents/carers the opportunity to have a home visit or to attend school. It is really important that the safeguarding lead/team member develops a rapport with both the child and parent/carer to ensure effective two way communication.

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:

- Safeguarding Policy
- Children in Need of Protection 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 to decide upon the best course of action.
- Safeguarding and Child Protection 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.
- 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 changes in the child's demeanour, behaviour and appearance or to clarify details of a disclosure and pass on information to parents and carers if it is appropriate to do so. By opening a dialogue with parents/carers, the Safeguarding Lead/team member can offer the required support.
- Home visits are often unannounced in these cases although 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 Safeguarding Lead/team member 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 Safeguarding Lead/team member 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/Head Teacher.

Review Date: September 2019

Reviewed by: S. Sharpe and L. Cairns

Approved by Governors:

Next Review Date: September 2020