

Drapers' Maylands
Primary School

DRAPERS' MAYLANDS PRIMARY SCHOOL **Home Visits Policy**

Drapers' Maylands Primary School values the role of parents in children's learning and works to create a genuine partnership with them. Strong links with the home environment can have a very positive impact on children's learning.

Aims

The aim of the home visit policy is to ensure good working practice and to provide guidelines in reducing the risks to member of staff when undertaking home visits.

- To identify the child's and family's needs
- To ensure parents have information about the setting
- To promote the importance of the home environment as the most important learning environment
- To share information about the child
- To start to build a relationship with parent/carer and child
- Complete paperwork

We will work with parents/carers in an open and honest way. When gathering information we will ensure we comply with the Data Protection Act (1989), respect parent/carer confidentiality and ensure all personal information and records are kept securely.

Reasons for Home Visits

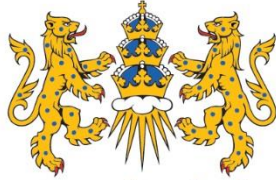
Home visits help a school to make contact with a family in their own environment.

- New Foundation Stage pupils who are about to join the school
- When there are attendance issues/concerns
- Pupils refusing to come into school; this is normally the responsibility of the EWO but can be carried out by school staff or the Home School Liaison Workers
- When all other means of contact with a family has failed

Home visits should not be undertaken by any member of staff without the permission of the head teacher and parents/carers should be informed of the home visit prior to arrival.

Preparation for Home Visits

- Visits should be undertaken by prior arrangement
- For Health and Safety reasons the head teacher should be notified of whom you are visiting



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- The school should be given staff mobile numbers
- Cultural sensitivity/awareness should be observed during home visit
- Review child's records, family history and cultural background, where possible

Safety

- All home visits must be made by at least two members of staff
- Stay alert and trust your instincts
- Leave valuables in school office
- Ensure you have a charged mobile phone
- Survey the neighbourhood (identify safe areas i.e., restaurants, shops, library)
- Remove yourself from dangerous situations
- Incidences of any abuse on a worker during a home visit should be recorded and discussed with the head teacher
- All workers should have access to debrief in the event of a difficult home visit

Following Home Visit

Staff should feed back information to relevant member/s of staff regarding home visit – any Child Protection concerns arising from home visits should be discussed with designated Child Protection Officer on arrival back at school.

All information received will be used confidentially and will help staff to learn more about the educational, social, emotional and development needs of pupils.

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