



# St Faith's

Church of England  
Infant and Nursery School

## Home Visit Policy

As a Church School, the distinctive Christian values of respect, compassion, trust, justice, friendship and community are promoted through the experiences we offer to all our pupils, to give pupils the knowledge, skills and understanding that they require to lead confident, healthy and independent lives. We promote the teaching and understanding of fundamental British values in order to prepare pupils for life in modern Britain. We positively teach the values of democracy, the rule of law, individual liberty, mutual respect for and tolerance of those with different faiths and beliefs and for those without faith. Teaching the fundamental British values helps the children to become informed, active and responsible citizens.

This policy outlines the purpose, nature and management of **Home Visits** in our school. It reflects the consensus of opinion of all members of staff. It is based on current practice and has the full agreement of the governing body. The implementation of this policy is the responsibility of the Head, teaching staff and support staff. It is our collective responsibility to raise awareness and that all policies are known, understood and used in an appropriate way.

### Introduction

“All children deserve the care and support they need to have the best start in life. Children learn and develop at a faster rate from birth to five years old than at any other time in their lives, so their experiences in early years have a major impact on their future life chances. A secure, safe, and happy childhood is important in its own right. Good parenting and high-quality early learning provide the foundation children need to fulfil their potential.” Early Years Foundation Stage Statutory Framework 2024.

**Definition:** *A home visit is a visit that requires members of staff to enter the home of a parent or carer.*

### Aims

At St Faith's Church of England Infant and Nursery School we recognise that parents or carers are children's first and most enduring educators and we value the contribution they make. When a home visit is necessary and applicable, the aim of a home visit is:

- to establish a partnership between parents, carers and staff so that all parties share their knowledge about the child to enable the individual needs of the child to be met.
- to develop and strengthen relationships with parents and carers for the best interests of the child.

### Benefits

Home Visits are carried out if a child or family has a specific need and we feel it would benefit seeing them in their home surroundings. On these occasions, for parents, carers and children, a home visit gives the opportunity to meet their key person in a setting that they are familiar with. They also establish early, positive contact and an opportunity to talk about the child and their needs. Staff are able to observe the children in their own setting and meet family members that are important to the child.

Home visits may also be carried out as a 'safe and well' check if a child has an unexplained absence from school and we have been unable to make contact with the family.

The **Home Visit Policy** ensures that all staff members who enter the home of a parent and carer are fully aware of the procedures and protocols required (see Appendices).

### Safeguarding procedures

At St Faith's we have a positive culture of safeguarding, with effective policies and procedures in place. Our safeguarding procedures are outlined in our Child Protection and Safeguarding Policy, which can be found on our website <https://stfaithscofe.secure-primariesite.net/safeguarding-information-and-policies/>.

## **Appendix i**

### **Procedures**

When making home visits staff must keep their personal safety in mind at all times. Staff must always: Inform the Headteacher, Foundation Stage Leader, if applicable or the School Office staff of the timetable of home visits.

- Take a mobile phone and inform the school office of the number.
- Keep the mobile phone on at all times.
- Inform the school office who they are visiting (names, addresses and contact numbers).
- Complete home visits in pairs.
- Inform the parents or carers of the date and time of the visit.
- Wear a school badge as a form of identification.

## **Appendix ii**

### **Protocols**

#### **Protocol before the visit:**

Parents will be informed:

- Who will be visiting, when and how long the visit will last.
- A reminder phone call will be made to the home within 24 hours of the visit, as a courtesy.

For safe and well visits, we have had no contact with the family therefore we are unable to inform the family beforehand. However, we will always leave a voicemail to explain that we will be visiting the home where possible.

#### **During the visit:**

- Visits will be carried out in pairs, allowing one member of staff to speak to the parent or carer and the other to interact with the child.
- Staff will discuss the following with the parents and carers about the child: who is important to them, their likes and dislikes and any speech, medical or toileting issues.
- If on arrival at the home, or during the visit, there is an emergency, then staff must get in touch with the police and any other emergency service as required. If there is a safeguarding concern about the child, must be recorded on CPOMS on return to school and passed onto the school's Designated Safeguarding lead. (See [Child Protection Policy](#)).
- If parents or carers are not at home, a letter will be left to say that staff have tried to visit.

#### **Staff conduct adheres to the following:**

- Awareness and respect for differing cultures by complying with appropriate customs.
- Avoid commenting on the child's home or provision so that parents do not feel any judgement is being made on their home or lifestyle.
- Have an awareness of pets and other adults who may be in the home.

#### **Risk Assessment**

Staff should continually assess risk during the home visit, making themselves aware of house layout and exit routes. If possible they should position themselves near exit routes. They should ensure their mobile phone is at hand. Should a member of staff be in a situation in which they feel unsafe, they should ensure they put their own safety first. It is better to leave an unsafe situation and find alternative ways of providing support than to risk personal safety. On return to school, they should discuss any concerns about safety or well-being of themselves or the family with their Line Manager and update risk assessments on the family file.

#### **After the visit:**

- Any information gathered must be filed in the child's file.
- Any incidents must be recorded in the child's file.
- If there is a concern about the child, this should be recorded on CPOMS and the school's Designated Safeguarding lead informed. (See [Child Protection Policy](#)).

## Emergency Procedures

An emergency procedure will come into action when:

- A panic call has been received by the office from a member of staff on a home visit.
- Members of staff have not returned one hour after estimated arrival and have made no contact. (All members of staff are asked to return to school after home visits).
- Members of staff do not turn up at a further appointment and have made no contact.

## Organisational procedures:

- The office staff should inform the Headteacher of the phone call and any information received.
- The Headteacher will try to make contact with the member of staff on the mobile phone number left, and on the home number of the property.
- The Headteacher will phone the local police asking them to do a 'safe and well check.'

## Appendix iii

### Health restrictions (as applicable)

The following are applicable if we believe there are necessary restrictions due to health or infection:

- Staff will continue to make home visits in pairs
- The visit will be a doorstep visit
- Staff will wear masks or face shields
- 2 metre distance will be adhered to at all times
- Any resources that are to be left for the family will be left at the door and then staff will move back

Approved by the governing body on:	July 2025
Signed (Chair of Governors)	<i>Dave Vincent</i>
Signed (Headteacher)	<i>Amanda Konrath</i>
Review Date	July 2027