Home visiting Policy

Sir John Heron Primary School

Home visits may be undertaken by staff members when a child first starts school in the EYFS, or when there is a concern due to a child having persistent absence without contacting the school.

Version & Date of Last review: 5, 11/2025	**Authorised by:** N Ishaq
Review Date: 11/2026	**Approved by Governors: 11/11/2025**

This document is not considered to be controlled by the quality system once printed

All home visits must follow the school's safeguarding procedures and be carried out in line with Keeping Children Safe in Education (KCSIE) 2025 and Working Together to Safeguard Children (2023).

1 Aims of the policy

- To raise levels of achievement
- To help children settle into the Early Years setting more easily
- To enable staff to know each new child's needs fully
- To give parents/carers the opportunity to share information about their child in the relaxed and informal home environment
- To promote a partnership between parents and teaching staff
- To make contact with new or hard to reach parents/carers. They are particularly useful as they enable the parent/carer to still have contact with the school, but in their own environment.

Home visits are to be used:

- To support parents in becoming more involved in their child's learning and in the life of the school.
- To aid the early identification of any areas of concern in the child's development
- To observe the child in their home environment
- To obtain information from the parents that can contribute towards their child's learning journey
- To support transition a child back into school after a long absence
- To establish the reasons for persistent absence of a pupil
- To establish the safety of a child when all other means of contact with a family have failed (CME procedures)

Home visits should not be undertaken by any member of staff without the permission of the headteacher.

2 Procedures for the EYFS home visit

Parents/carers should be informed of the home visit prior to arrival, except when there is no means of contacting them (no telephone number is available).

Before the visit:

- Parents will be written to, offering an appointment for a home visit (acknowledging that parents/carers may refuse). The letter will include information about what will happen during the visit.
- Visits should be undertaken by prior arrangement
- For Health and Safety reasons the head teacher should be notified of whom you are visiting.
- The school should be given staff mobile numbers.
- Cultural sensitivity/awareness should be observed during home visit.

- Staff should review safeguarding/attendance records prior to the visit to identify any known risks.

3 During the visit

- At least two practitioners will undertake the visit
- One practitioner will begin to build a relationship with the child by talking to them and playing with toys. The other practitioner confirms the general information about the child i.e. contact details, medical conditions etc.
- Practitioner will discuss briefly how the child will be learning in the Early Years and explain how the parents and school will be partners in the child's learning
- Parents have an opportunity to ask any questions they may have.
- Staff should record key information from the visit and securely store it in line with the school's data protection procedures.

4 Persistent Absence / Attendance Concern Home Visit

If a child has persistent absence and no contact has been made with the school (Child Missing Education), the school may complete a home visit to determine the reasons for absence and explore support options.

Two practitioners will then undertake the visit, and will:

- Introduce themselves clearly and show identification.
- Explain the purpose of the visit.
- Share the Attendance record with the parent to evidence concerns.
- Ask parents what barriers are affecting the child's attendance.
- Offer appropriate support or signpost to relevant agencies.
- Agree actions with the parent and leave/send a copy of the agreed outcomes.
- Request updated emergency contact details.
- Brief the Headteacher/Attendance Lead and follow up with relevant agencies if necessary, including CME referral where appropriate.

5 Health and Safety

All home visits should be carried out by 2 members of staff (minimum).
All professionals should complete the "Home visiting checklist" before pursuing their home visit.
All managers should complete "Home Visiting checklist form for Managers"

- Check records to identify any existing information or risks relating to the family.
- Inform the school office of:

where you are going
expected arrival and return times
how to contact you

- Staff must carry and show identification.
- Staff must display professional behaviour and courtesy at all times.

- Staff must carry a mobile phone (kept on their person) for emergency use and communication with school.
- Staff must not enter a home if they feel unsafe or if the environment presents risk. If so, they must withdraw immediately and report to the Headteacher/DSL.