



Pennine Academies Yorkshire

Home Visit Policy

Date Policy Written:	Sept 2024
Date Policy Ratified:	Sept 2024
Date Policy to be Reviewed:	Sept 2026

Clayton Village Primary School

GUIDELINES FOR HOME VISITS

Home visits are carried out for a number of reasons:

- Supporting a family as they join our Nursery or Reception classes
- Supporting families who are involved with Children Social Care through Early Help, Child in Need or Child Protection Plans
- Supporting families who have been identified as vulnerable
- Where there are concerns about attendance or absence from school

Most home situations are very safe. Talk with staff who know the family, just to make sure.

- Before the visit, complete the Home Visits Grid which is stored in the office with the following information:
 - Address of visit
 - How long the visit will take and your expected return time
 - Your mobile number
- If you don't return immediately to the school, telephone when the visit is finished
- If the visit takes longer than anticipated, telephone school when the visit has finished.

Early Years Home Visits

Visits should always be carried out in pairs. Where the home visit is being carried out in relation to the child joining the school in Early Years, the home visit should be carried out by an adult that is appropriate and known to that family. Where two teachers share a class, only one teacher should complete the visit unless this has been discussed with the Head of School.

Following the visit, the information gained should be used to prepare for the child joining the school in the near future.

Attendance Home

Where a home visit is being carried out in relation to attendance, prior to the visit staff must:

- Make final checks to the answerphone to ensure a reason for the visit hasn't been given **and**
- Check verbally with office staff to confirm that no one is aware of the reason for the absence

When at the residence:

- Remain professional
- Speak to an appropriate adult (not an older sibling)
- Confirm the reason for the absence
- Ask how the child is and if they have seen a doctor or sought medical advice
- Give advice and support as appropriate

If staff are unable to speak to an appropriate adult or there is no one at the property, leave a calling card to ask parents to contact school at their earliest convenience.

On return to school, information gathered during the visit should be recorded on CPOMS.