



EYFS Home Visit Policy

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Statement of Intent

At Colindale Primary school we value our partnerships with parents and carers. As parents/carers are a child's first educator, the first step of this partnership is a home visit for every family before a child starts our EYFS provision. We believe that this enables parents and children to meet members of the EYFS staff in the place where they feel most comfortable, at home.

Meeting staff members can be a daunting prospect for some families, particularly if their own experiences of education were less than positive. We want our families to feel secure and welcomed into our school. Home visits enable parents/carers to develop a relationship with their child's key person and they also provide an opportunity for discuss anything about their child and the school on an individual basis.

1. Personal safety

- 1.1. It is the responsibility of the school staff to keep themselves safe at all times. They must avoid any situations that may risk their safety.
- 1.2. Staff must carry a mobile phone at all times. The number will be recorded and held by the school office.
- 1.3. Staff must never enter the home of a pupil unless an appointment has been made and the parent/carer is present. Written confirmation of the appointment must be recorded and held in the school office.
- 1.4. Details of the vehicles used by staff for home visits, including make, model, registration number and colour, must be held by the school office. All vehicles must have the required up-to-date insurance.

2. Training

- 2.1. Staff will be fully trained in safe working practices. The Designated Safeguarding Lead and Deputy safeguarding Lead are responsible for organising the relevant training.
- 2.2. Staff must be familiar with the Home Visit Policy and procedures, the Child Protection and Safeguarding Policy, the Health and Safety Policy and the Data Protection Policy.
- 2.3. Before performing their duties, staff will undergo the appropriate training. This includes training related to cultural awareness, diversity and racial equality, specific equipment training, manual handling training, first aid, and training in disengagement techniques.

3. Home visits

- 3.1. A list of visits will be compiled by the Office Manager and kept in the school office. This list will include the name and address of the pupil and the name and contact details of the parent/carers. A copy will be given to staff who are carrying out the home visits.
- 3.2. The list must be approved by the EYFS AHT before any visits occur.
- 3.3. Two members of the Early Years Foundation Stage team, one being the allocated key person, will carry out the visits. Staff will not carry out home visits alone.
- 3.4. If the parents/carers are not present, the staff should contact the school office. The school office will attempt to make contact with the parent/carer via telephone. If the parent/carer does not respond the home visit will be cancelled and rearranged where possible.
- 3.5. Identification cards will be worn at all times. They will be clearly displayed on the front and outside of clothing.
- 3.6. A house should not be entered if the staff feel unsafe. If a visit is cancelled because of concerns over safety, the reason for cancelling the visit must be communicated to the headteacher.
- 3.7. If there are potentially dangerous animals in the house, the staff 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 cancelling the visit must be communicated to the headteacher.
- 3.8. Staff should always be professional. They should be friendly, relaxed and be prepared to be adaptable and flexible.
- 3.9. Staff should follow the Home Visit Check List which details all actions to be carried out during the home visits.
- 3.10. Outcomes or information from the visit should be recorded and shared with your line manager initially. They will decide if any information needs to be shared.
- 3.11. Any accidents occurring during home visits should be recorded in writing as soon as possible.
- 3.12. All home visits will take place during school hours.

4. Child protection and safeguarding

- 4.1. Before staff are appointed, the appropriate background checks must be obtained. This must include an enhanced Disclosure and Barring Service (DBS) certificate and barred list check.
- 4.2. Staff must consider safeguarding policies and procedures at all times. If they notice anything of concern, this must be reported to the school's DSL or in more serious circumstances as direct referral to MASH. The DSL must be informed as soon as possible if a referral to MASH has been made.
- 4.3. Any allegations made against school staff will be dealt with in accordance with the Child Protection and Safeguarding Policy.

5. Review and monitoring

- 5.1. The headteacher and EYFS Leader are responsible for monitoring this policy and procedures and amending it accordingly following any incidents or concerns.
- 5.2. This policy will be reviewed every three years.