

# THE HAWKSWOOD GROUP

2019-20



## Home Visit Policy

Approved by the Management Committee of  
Hawkswood Group

**Chair of Management Committee:**

<b>Date amended and approved by Management Committee</b>	January 2020	Olivia Lee
<b>Future amendments</b>	January 2021	Management Committee
<b>Reviewed</b>	Annually	Management Committee

### The Hawkswood Group

**Executive Head Teacher: Catherine Davies**

The Hawkswood Centre | Antlers Hill, Chingford E4 7RT

### Associate Headteachers:

Burnside PRU: Bridget Solecka

Hawkswood Therapeutic PRU: Linda McCaffrey

Hawkswood Primary PRU: Acting Associate Headteacher Leah Mwaniki

Forest Pathway College: Acting Head Gabrielle Grodentz

Alternative Provisions: Gabrielle Grodentz

## Hawkswood Group – Home Visit Policy

**ALL HOME VISITS CONDUCTED BY STAFF MUST BE AUTHORISED BY THE HEADTEACHER OR DESIGNATED SAFEGUARDING LEAD.**

In addition, wherever possible parents/carers/guardians (Ps/Cs/Gs) should be informed of the home visit prior to arrival, there will be exceptions to this for example a visit to confirm that an absent child is at home when Ps/Cs/Gs are not responding to telephone calls/text messages or emergency safeguarding visits.

### **Home Visit Definition:**

A home visit is a visit that requires member(s) of staff to enter the home of a parent, carer, or guardian in the case of an emergency visit or a procedural visit.

### **Aims**

- At the Hawkswood Group we recognise that Ps/Cs/Gs are children's first and most enduring educators and we value the contribution they make.

The aim of a home visit is:

- To establish a partnership between Ps/Cs/Gs 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 Ps/Cs/Gs for the best interests of the child.

### **Reasons for home visits:**

Home visits are important in helping the school to make contact with new or hard to reach Ps/Cs/Gs. They are particularly useful as they enable the Ps/Cs/Gs to still have contact with the school, but in their own environment. Home visits are to be used when:

- Students are refusing to come into school
- When there are attendance issues/concerns
- When students are being educated at home
- When all other means of contact with a family has failed
- To meet with Ps/Cs/Gs to discuss an issue regarding their child where it is in the best interest of the child to have that discussion in their own home rather than at school or where it would be difficult for a Ps/Cs/Gs to attend school for a meeting and information needs to be shared in a face to face meeting in a timely manner.
- To try and establish that a child is safe if they are absent from school and attempts to contact Ps/Cs/Gs have not elicited a response and we have any welfare or safeguarding concerns for the student.
- To work with and support Ps/Cs/Gs in developing strategies to help their child attend school where attendance is an issue.
- To collect from or drop a child off at home where there are concerns for a child's welfare if they travelled by other means.

- To drop off or collect work for a child when they are completing school work at home e.g. following a fixed term exclusion or medical issue.
- To visit a child who has been off school for a period of time, for example due to a medical issue, so that they do not feel isolated from school.
- To investigate situations when there are suspicions that someone may be on holiday contrary to earlier indications (for example when a child is not at school and reported as being ill during the same period for which a request for exceptional leave in term-time had been refused).

### **Benefits**

Home visits have many benefits. For parents, carers, guardians and children, a home visit gives the opportunity to meet a key person in a setting that they are familiar and comfortable with. Other opportunities are to:

- Establish a positive contact with a key member of staff who is supporting the child.
- Meet family members that are important to the child.
- Talk about the child and their needs.

### **Procedures**

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

#### **Before the Visit**

- Be familiar with the school's policy and procedure for home visits.
- Be clear about the purpose of the visit. Make sure that a home visit is really necessary. (If possible and/or practical, arrange for Ps/Cs/Gs to come into the school)
- Make a written record of the purpose of the visit and the staff members involved.
- Arrange for an appropriate person to accompany you, home visits should be conducted in pairs. Clarify each person's role.
- Make sure you are well informed about the subject of the visit. Collect any necessary documentation. Check on school's policy and practice.
- Consider who you need to see, e.g. one or both Ps/Cs/Gs, with or without the child.
- Make sure you are well informed about the family and are aware of personal circumstances.
- Wherever possible make an appointment to establish a time convenient to the family and to ensure that everyone you want to see will be present. Either make a phone call or send a letter.
- Refer to the 'Home Visit Risk Assessment' (appendix 1), and inform school office staff of your intended location before departing for a home.

#### **During the Visit**

- Park in a well-lit area and in a position where you do not need to reverse on leaving.
- Dress appropriately.
- Ensure that there are no animals in the room where a meeting takes place.

- Introduce yourself, have identification available and explain again the purpose of the visit, carry your identification.
- Do not enter the premises unless invited in by a responsible adult.
- Do not enter the premises if invited to do so by a child that is on the premises unsupervised by a responsible adult.
- Only speak to an adult with parental responsibility (Ps/Cs/Gs) or another responsible adult whom a P/C/G has delegated to be there in their absence and they have given us permission to speak to about the student for whom we are making the home visit.
- Do not speak to siblings other than to ask if their P/C/G is available. Do not discuss the purpose of the visit with siblings or any other unknown young person or adult at the premises.
- Do not go upstairs in a property unless accompanied by a responsible adult and then ONLY if you deem it completely safe to do so and necessary.
- Do not enter a child's/young person's bedroom unless accompanied by another adult.
- If you are concerned that a child/young person is in the home inappropriately alone/unsupervised/in danger contact the schools Designated Safeguarding Lead (DSL) straight away to discuss your observations or to seek immediate advice from them if you are uncertain whether the child is alone/unsupervised/in danger. If appropriate the Safeguarding Lead will make a referral to social care.
- If you feel that a child/young person is in immediate danger contact emergency services 999.
- Assure P/C/G that you will treat anything they tell you sensitively and will only tell the head teacher or other appropriate staff, but may have to refer to external agencies if necessary. Explain that you may need to take notes during the meeting. Do not promise not to relay information to school. Remember that under the child protection procedures you must report disclosures or suspicions to the Designated Safeguarding Lead (DSL).
- Be sensitive to the culture, religion etc of the home.
- Be professional; give professional advice and information rather than personal opinions.
- Be sympathetic, but remain neutral. Don't get personally involved. Be discreet but assertive about the direction of the conversation; do not gossip about the school or staff.
- Do not stay too long. Keep to the point.
- Do not carry large sums of money when making a home visit.
- Complete Home Visit Record (Appendix B) and Chronology to evidence visit.
- Do not give out your personal phone number. Only use a work mobile for communication with P/C/Gs - See our E-Safety Policy for further information

#### **After the visit**

- Report back to the school; if possible, give written feedback to the appropriate
- If you are not returning directly to school, telephone the school after the visit to say you have left the home visit.
- Any Child Protection concerns arising from home visits should be discussed immediately with Designated Safeguarding Lead on arrival back.

- At school do not discuss individual home visits with staff who are not involved with those particular children.

### **Home Visit Risk Assessment**

- It is essential that staff write a short report on every visit they make and update the Risk Assessment where appropriate (Appendix A)
- If an incident does occur the visitor should record all details as soon as possible after the incident, before precise recollection of events fall from their memory.
- If an accusation of abuse is made against the visit/visitor advice should be sought from the head teacher as soon as possible.
- Students may require individual risk assessments due to the nature of their circumstances.
- Risk Assessments should be stored on students Safeguard file.

### **Making Safe Home Visits: summary**

#### **Before**

- Complete/hand in, Home Visit Risk Assessment (Appendix A)
- Be clear about the purpose of the visit.
- Arrange for an appropriate person to accompany you.
- Be well informed about the subject of the visit.
- Always make sure that the school knows where you are going.

#### **During**

- Carry a mobile phone with you.
- Consider who you need to see.
- Make a prior appointment to establish a time of visit.
- Carry identification; do not wear it on a necklace lanyard.
- Do not stay longer than necessary.
- Introduce yourself.
- Be professional.
- Don't carry large sums of money. Action to take if you are threatened
- If you are threatened or prevented from leaving stay calm and try to control the situation. Try to appear confident, speak slowly and clearly and not be enticed into an argument. Try to diffuse situation by saying you will seek advice from a senior member of staff or colleague.
- Keep your distance, never touch or turn your back on someone who is angry.
- If staff attend as a pair wait outside the property until all staff involved have arrived. Consider whether sending out two members of staff may escalate the difficulties.
- If working as a pair agree a code word (safe word) or phrase to alert a colleague that you need assistance or should leave.

- The same code word should be used if you contact school to alert them that you are in danger and need support.
- Staff must leave the property and reach a place of safety if you have any concerns about personal safety and inform school immediately.

**After**

Report back in school

or

If you are not returning directly to school, telephone the school after the visit to say you have left the residence. **If you are concerned about your safety do not visit. It is strongly recommended that no one makes an evening home visit.**

**Safe word:** To be agreed and recorded on the 'Home Visits Risk Assessment'

## Appendix A

## Hawkswood Group Home Visiting Risk Assessment

Family Name	Address	Contact Details	
<b>Date Completed</b>	<b>By Whom:</b>		
		YES	NO
Have any risks been identified by any other agencies?			
Are the entrances/exits to the property easily accessible?			
Are there any dangers/hazards associated with the property?			
Are you aware of any intimidating/threatening clients relatives or friends living at or likely to visit the property?			
Are there any pets in the household?			
Are they threatening?			
Are you confident all safety measures are in place?			
Is anyone in the household known for violent offences?			
Is anyone in the household known to misuse drugs or alcohol?			
Do you think contact should be made outside of the home?			
If you have answered YES to any of the above explain in more detail:			
Areas of Concern			

Action(s) to eliminate/reduce risk?

By Whom?

Safe Word (where appropriate – make sure this is shared with the office staff)

<b>Date</b>	<b>Manager</b>	<b>Signature</b>
<b>Date</b>	<b>Worker</b>	<b>Signature</b>



**Appendix B****Hawkswood Group  
Home Visit Record**

Name of School \_\_\_\_\_

Date	Staff member	Car registration number	Mobile phone number	Home visit address	Time of appointment	Time of return to school	Staff signature when back at school

**Appendix C: Key Changes in Policy since December 2018**

<b>Content amended/removed/ Added</b>	<b>Reason</b>
Amended Headteacher, Chair of Governors and DSL contact details	<b>Names to be added and removed</b>
Added detail about use of Safeguard to log Risk Assessments and visits	<b>Change in safeguarding recording procedures</b>