



WyreForestSchool

Communication Specialist

Home Visits and Outreach Policy

Date of last review:	2021	Review period:	3 Years
Date of next review:	2024	Written by:	Alison Hopkins
Type of policy:	Non-statutory	Committee:	FGB
Signature:			

Home Visit Definition

A home visit is a visit that requires a member of staff from Wyre Forest School to visit the doorstep of, or enter the home of, a parent/carer in the case of an emergency or procedural visit

Reasons for a Home Visit

A home visit may be undertaken by a staff member of Wyre Forest School when:

- Pupils are refusing to attend school on a regular basis.
- The staff member is supporting the family to develop strategies within the home that will benefit the pupil's wellbeing/learning, e.g., a wellbeing assessment, a behaviour assessment, attendance support, etc.
- We need to establish that a pupil is safe – if they have been absent from school for 2 days and attempts to contact family by office staff/class team/safeguarding team have not elicited a response, then this will trigger a “safe and well check” on the 3rd day.
- Work for a pupil needs to be dropped off or collected if they are learning remotely.
- An Early Years “All about Me” visit is required (see below):

Early Years “All About Me “ Home Visits

A pupil and their parent/carer will receive a home visit prior to the child starting at the Nursery Assessment Class (NAC) **or** Reception Class, if the child has not attended our NAC.

The purpose of the visit is to gather information about the child in regards to their needs and current diagnoses, and for staff to begin to form positive relationships with the pupil and family.

A telephone call to the family will be made **prior** to the visit, undertaken by the teacher of the NAC, in order for introductions and arrangements to be made.

A telephone call to the pupil's mainstream nursery setting will be made by the lead TA of the NAC **prior** to the visit in order to gain key information of any professional involvement and any safeguarding concerns.

These visits will always be undertaken by **2** members of Early Years staff and the “All About Me” document will be completed during the visit.

Early Years staff will follow all further protocols listed in this document.

Early Years – Outreach Visit

Any pupil that attends NAC has the opportunity to attend a mainstream nursery provision as well, in line with LA funding. Nursery staff conduct a termly visit to the other setting.

The purpose of the visit is to gain further information about the child and to offer support/advice to that setting in order to meet the needs of the said pupil.

A telephone call to the mainstream nursery setting will be made **prior** to the visit, undertaken by the teacher or lead TA of the NAC in order to introduce themselves and to gain any key information.

These visits will usually be undertaken by 1 member of staff – however, if the teacher feels that 2 staff are required, i.e., due to a new nursery opening, known concerns or prior information gathered, this can be utilized.

Outreach staff will follow all further protocols listed in this document.

Outreach Visit Protocol Following a Visit

All documentation that contains pupil information should remain with staff member until they return to school.

If a member of WFS staff has any safeguarding concerns about the setting/staff they have visited, a telephone call will be made to the Headteacher/Deputy Head/other member of the safeguarding team for advice as to whether a referral should be made directly to the LADO service (01905 846221).

This information will be held in the Headteacher's office, and not recorded on CPOMS, until advised/directed by the LADO of next actions.

Protocol Prior to a Home Visit

A home visit risk assessment to be completed and signed off by a member of the Senior Leadership Team in the case of a procedural visit. Staff members undertaking the visit to read and sign the home visit risk assessment.

Parents to be informed of, and agree to, the home visit, unless it is a safe and well check.

A member of the office team to be made aware when the member of staff is leaving the school building and approximate return time. If this needs to change, the staff member must inform the school office.

Ensure staff member conducting the visit is informed previously about the pupil, family and personal circumstances as much as possible.

Protocol During a Home Visit

Staff member/s to be dressed appropriately, as specified in Code of Conduct.

Staff member/s to take their charged mobile telephone.

Wear and show WFS identification lanyard.

Emergency services to be contacted (999) if a pupil is in immediate danger. Headteacher to be informed.

Headteacher/member of safeguarding team to be contacted if there are observations or concerns that require immediate action. Actions to be agreed verbally and, if appropriate, a member of the safeguarding team will make a referral to Children's Services.

Be sensitive to the lifestyle, cultural and religious beliefs held by the family.

Be professional and complete any forms/paperwork/notes required during the visit, where appropriate.

Protocol Following a Home Visit:

The staff member must:

Inform the office team that they have returned to school safely.

Telephone the school to inform that they have left the property, if not returning directly to the school building.

Log all information of the visit on CPOMS within 24 hours of the visit taking place.