



Home Visits and Outreach Policy

| | | | |
|-----------------------------|---------------|-----------------------|----------------|
| Date of last review: | 2026 | Review period: | 3 Years |
| Date of next review: | 2029 | Written by: | Alison Hopkins |
| Type of policy: | Non-statutory | Committee: | |
| 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/attendance
- 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 in the Reception Class.

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

A phone call to the family will be made **prior** to the visit, undertaken by the teacher of the reception class or pathway leader, in order for introductions and arrangements to be made.

A phone call to the pupil's mainstream nursery setting will be made **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

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 phone 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/carers 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 phone

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



Wyre Forest School

Home Visits/Lone Working Risk Assessment

| Significant Hazards and Identification of Risk | Those that might be harmed: | Action to Control measures: | Residual Risk Rating |
|--|--|--|----------------------|
| Parent/carer becomes aggressive or violent | Staff | Staff member to end visit as soon as possible, and report to headteacher on return Member of SLT/Safeguarding team aware of visit and signed RA Take mobile phone for communication Member of school office team aware of visit | Acceptable |
| Driving Vehicle breakdown Accident | Staff Pupil (if it is an agreed assisted journey) | <u>Maintain</u> Vehicle School minibus to be used where possible, if a pupil is being accompanied to school Take mobile phone for communication Inform school office of incident | Acceptable |

| | | | |
|-------------------------|-------|---|------------|
| Attack by household pet | Staff | Request that family dogs/cats are in a separate room where possible Avoid direct contact | Acceptable |
| | | | |

Home visit: Pupil name..... Date of visit..... Staff member/s conducting visit.....

This home visit has been authorised by..... on.....

I confirm that I have read, understood and will action the risk assessment

Name..... Signature..... Date

Name..... Signature..... Date.....