

Amblecote Primary School



T4T's Home Visit Policy

Responsibility for monitoring this policy: Mrs E Bradley

Review Annually
(or in response to changes in legislation)

Updated May 2020

Review date May 2021

Proposed by the Acting Head teacher

Mrs J. Cook

Approved by Governing Body

Mrs June Lewis (Chair of Governors)

Policy Statement

There are workers for whom home visits are an integral part of their work, in these circumstances it's essential that appropriate policies and related risk assessments are in place to safeguard children, young people and staff.

At Amblecote T4T's we carry out a home visit in order to gain knowledge of the individual child and their needs.

Procedures

Parents are invited to the provision to meet the staff for an informal discussion about their child's needs and to discuss the availability of sessions. Parents will be given a form to complete or take away with them so that their child can go on the waiting list. Staff will gain valid business car insurance.

Further visits to the setting will be arranged once the child has been allocated a place.

A Home visit will be arranged with Manager and the child's Key Person. Staff will never attend home visits on their own or at an outside of hours agreed time.

Home Visits

Keeping Staff Safe:

- An appointment arranged for a Home visit that is suitable for both parents and staff
- 2 members of staff will attend the address of the child at the agreed time.
- If the staff become aware during the visit that there is hostility, child protection concerns or complaints or grievances that they were not aware of prior to the visit then an excuse will be made to contact the settings base or notify Amblecote Primary schools Head teacher to make her aware of the situation.
- One member of staff will make a phone call initially to the T4T's/Pre-school if no contact can be made then the school office will be contacted. During the telephone conversation the use of the code word **"red folder" will be repeated** during the entirety of the call, this will alert T4T/Pre-school staff or the office staff at school that the members of staff on the home visit are in significant danger and to report the incident to the police immediately. Mrs Cook will be notified.
- The 2 staff members will leave as soon as it is safe to do so.
- The staff will call the setting after each home visit to "check in" and to identify their next address.

Home visit procedure:

- Staff will be aware of being respectful towards families' religious beliefs and their wishes.
- Staff to identify sessions that the child will do
- Staff will discuss any outstanding documents from the initial pack given to parents at the Information meeting
- Staff will engage with the child and build a relationship with him/her.
- Staff will gain an in-depth knowledge of the child's needs and if any other professionals are involved with the child.
- Staff will answer questions the parents may have about the setting and signpost to other professionals or services if needed.