



Home Visit Policy

Approved by:	LGB	Date:	20 November 2024
Maintained by:	Georgina Mulhall	Next review due:	September 2026



Contents

1. Aim	1
2. Procedures for Conducting Home Visits	1
2.1 Planning the Visit	1
2.2 Staff Safety	1
2.3 During the Visit	2
2.4 After the Visit	2
53. Child Safety Considerations	2
4. Training and Monitoring	2
5. Emergency Procedures	2
6. Confidentiality	2
7. Policy Review	2

1. Aim

This policy outlines the procedures for staff conducting home visits to ensure the safety of both staff and children in line with the safeguarding requirements set out in *Keeping Children Safe in Education*. King's Academy Gomer recognises that home visits can play a vital role in supporting children and their families. However, they must be conducted in a safe and professional manner, adhering to safeguarding procedures to protect staff and children. This policy applies to all staff undertaking home visits on behalf of King's Academy Gomer.

2. Procedures for Conducting Home Visits

2.1 Planning the Visit

- Approval: Home visits must be authorised in advance by the Associate Headteacher or Designated Safeguarding Lead (DSL).
- Risk Assessment: A dynamic risk assessment should be completed before the visit, considering known risks related to the family, location, and timing.
- Pre-Visit Contact: The majority of families should be informed of the visit in advance, and the purpose of the visit should be clearly explained. An exception is made in the event of persistent absenteeism or children missing in education who require 'on-the-spot monitoring'.

2.2 Staff Safety

- Pair Visits: Staff must conduct home visits in pairs wherever possible. At least one member of the visiting team should be trained in safeguarding.
- Work Hours: Visits should take place during regular working hours unless approved for exceptional circumstances.
- Communication: Staff must inform the school office of their estimated arrival and departure times and carry a charged mobile phone.
- Clothing and ID: Staff should dress appropriately and carry photo identification, clearly identifying them as representatives of King's Academy Gomer.



2.3 During the Visit

- Arrival: Staff should not enter the home if they feel unsafe. If necessary, conduct the visit on the doorstep or reschedule.
- Professional Boundaries: Maintain professional boundaries at all times and avoid personal discussions unrelated to the purpose of the visit.
- Safeguarding Observations: Any safeguarding concerns observed during the visit must be reported immediately to the DSL.

2.4 After the Visit

- Reporting: Document the visit promptly, including any concerns or actions agreed with the family, and submit the report via CPOMS.
- Follow-Up: If follow-up actions are required, these should be logged and monitored on CPOMS.

5.3. Child Safety Considerations

- Safeguarding First: The primary purpose of the home visit must align with safeguarding children. Staff must be alert to signs of neglect, abuse, or welfare concerns.
- Collaboration: Work collaboratively with external agencies (e.g. Children's Services) if concerns are identified.

4. Training and Monitoring

- Staff involved in home visits must undergo training on this policy, safeguarding procedures, and risk management.
- The policy and its implementation will be reviewed annually by the DSL and the Local Governing Body.

5. Emergency Procedures

- If an immediate risk is identified during the visit, staff must leave the premises immediately and contact the school and relevant authorities (e.g., Police or Children's Services) as appropriate.

6. Confidentiality

- Information gathered during the visit must be treated confidentially and shared only with authorised personnel in line with safeguarding protocols.

7. Policy Review

This policy will be reviewed annually to ensure compliance with KCSIE and any updates to safeguarding practices.