

Le Rocquier School Home Visits Policy



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REVIEW DATE: Reviewed October 2020
Next due for review September 2022

LEAD PERSON: DEPUTY HEADTEACHER - RST

Le Rocquier School aims to work in partnership with parents and carers at all times.

At times it is necessary for school staff to make home visits. There will be many reasons why it is necessary for a visit to take place and the following are examples rather than an exhaustive list;

- Parents/carers can't/won't come into school;
- Student is refusing to attend school;
- Parent/carer requests a visit;
- Student's welfare is a concern;
- The school is not open (the EWO may need to visit in holiday time);
- Student is too ill or has a medical condition that means he/she is unable to attend school;
- During the Primary transition phase;

Home visits will be made by individual staff or in some circumstances, staff may attend in pairs. Other visits may be made by Le Rocquier School staff accompanying staff from other agencies such as Social Services or CAMHS and these visits will follow the protocols for both organisations.

The majority of home visits will be made following the agreement with the parent(s) / carer(s) and staff will telephone to inform parents/carers if a visit is necessary.

However, in rare circumstances it may be necessary for staff to conduct unannounced visits. These visits would normally be conducted by the school EWO investigating a student's non attendance or when conducting work deemed essential by Children's Services.

The following examples may be reasons for an unannounced home visit;

- Student's welfare is in question;
- Student is at home without the knowledge of parent/carer;
- Parent/carer is colluding with the student;
- No other means of contact are available – e.g. phone contact number not working and letters have been ignored;
- Other students or children are thought to be with a student and their welfare is in question;

- The ability of parents/carers to manage a situation is in question.

If possible, parents/carers or another adult should be present when staff are seeing students at home.

If no-one is at home (or the door is not answered), a calling card will be left, with contact details for the EWO.

Staff will always have a mobile phone when making a home visit and will have let a member of the senior team know they are conducting a home visit.

Staff must sign in and out of school at the main school office when appropriate (if a member of staff is visiting on his/her way to or from school this will not be necessary).

This policy is used in conjunction with the following policies:

- Student Attendance Policy
- Child Protection and Safeguarding Policy