

## Home Visits Policy January 2019

**Reviewed By:** Nicola Conlin  
**Reviewed on:** January 2019  
**Next review:** January 2020  
**Related Documents:** Staff Code of Conduct

### Endorsement

Full endorsement is given to this policy by:

**Name:** Claudia Goodbrand  
**Position:** Cambridge Steiner School Trustee

**Signed:** 

**Date:** January 2019

All work with pupils and parents/carers should, wherever possible, be undertaken in the school.

However, there are occasions where teachers will make home visits:

- In response to an urgent or specific situation where it is necessary to make one-off or regular home visits. For example where parents/carers are unable to come to school, or in the case of a pupil's long term absence of school.
- As part of a class teacher gaining understanding of the pupil's home life and background.

In either case the home visit needs to be logged in advance of the visit and outcomes need to be recorded afterwards.

### The following procedure must be followed.

In **advance of the visit** the Resources Manager should be informed by email when you are making a home visit with information including;

- The name of the child you are visiting
- The address of the home you are visiting
- Date of the visit
- Time of the visit
- Expected end time of the visit
- Reason for the visit e.g. home visit of a new pupil, concern about a child's attendance, parents unable to come to school etc

A home visit must be agreed with parents/carers in advance of the visit using the home visit. A record of this agreement must be kept by the teacher (e.g. ideally a copy of the agreement form, but if the parent is unable to come into school then an email record.)

The teacher should give a copy of the home visit agreement form to the parents/carers.

### **During the visit**

- Teachers must not enter a pupil's house if the pupil is on his/her own
- Teachers must not enter a pupil's house against the wishes of the pupil's parents
- Teachers must remain in the shared areas of the house e.g. living room/garden
- A pupil may want to show you their bedroom/playroom. This should happen on the invitation of the pupil and **only** when accompanied by the parent/carer. Time in these spaces should be minimized where possible, and the visit should mostly take place in shared spaces in the home
- Teachers must not be left alone with a child
- Teachers must avoid confrontation and leave the premises if they feel uncomfortable or threatened in any way

### **After the visit**

- Teachers must record any observations of the home visit on the attached form and put it in the pupil's file
- Ensure a behavior or situation which gives rise to a concern about the safety/wellbeing of the pupil is discussed with the Designated Safeguarding Lead (Nicola Conlin) or Deputy Safeguarding Leads (Beate Guertler Green – Early Years or David van Marle – Lower School), and/or a Logging Concern Form is completed

**Parent/Carers home visit agreement form**

Dear Parents/Carers

Your child’s teacher has planned a home visit. Home visits are a good opportunity for teachers to learn about a child’s home life and therefore gain a better understanding of the child.

As a school we are committed to keeping children safe.

We are also committed to protecting our teachers from situations where there may be vulnerable. We would therefore like you to be aware of the following advice we give our teachers.

**During the visit**

- Teachers must not enter a pupil’s house if the pupil is on his/her own
- Teachers must not enter a pupil’s house against the wishes of the pupil’s parents
- Teachers must remain in the public areas of the house e.g. living room/garden
- A pupil may want to show you their bedroom/playroom. This should happen on the invitation of the pupil and **only** when accompanied by the parent/carer. Time in these spaces should be minimized where possible, and the visit should mostly take place in shared spaces in the home
- Teachers must not be left alone with a child

Please support our teachers by respecting these rules. A good relationship between teachers, parents/carers and pupils is of huge importance to the school.

Pupil .....

Class .....

Parent/Carer .....

I have agreed for ..... to visit our home on .....

at .....

### Home Visit Form

Pupil Name		Class	
Date of Visit		Time of Visit	
Outcomes			
Teacher		Date	