CHALKHILL PRIMARY SCHOOL HOME VISITS POLICY

Ratified date: 15th July 2026

Inclusion Statement:

This policy has been developed to promote an inclusive school where every pupil is valued, supported and challenged to achieve their potential. In implementing this policy, the school will have due regard to the Equality Act 2010, the SEND Code of Practice, and its commitment to removing barriers to learning, participation and achievement for all pupil, including those with SEND, disadvantaged pupils and those with protected characteristics.

Statement of Intent

At Chalkhill Primary school we value our partnerships with parents and carers. As parents/carers are a child's first educator, the first step of this partnership is a home visit before a child starts our EYFS provision. We believe that this enables parents and children to meet members of the EYFS staff in the place where they feel most comfortable, at home. Meeting staff members can be a daunting prospect for some families, particularly if their own experiences of education were less than positive. We want our families to feel secure and welcomed into our school. Home visits enable parents/carers to develop a relationship with their child's teacher and they also provide an opportunity for discuss anything about their child and the school on an individual basis. Home visits also provide the opportunity to see the child in their own familiar setting and gather information that will enable the children to settle into Nursery and Reception classes.

Personal Safety

- It is the responsibility of the school staff to keep themselves safe at all times. They must avoid any situations that may risk their safety.
- Staff must carry a mobile phone at all times. The number will be recorded and held by the school office.
- Staff must never enter the home of a pupil unless an appointment has been made and the parent/carer is present. Written confirmation of the appointment must be recorded and held in the school office.
- Details of the vehicles used by staff for home visits, including make, model, registration number and colour, must be held by the school office. All vehicles must have the required up-to-date insurance.

Training

- Staff will be fully trained in safe working practices. The Designated Safeguarding Lead is responsible for organising the relevant training.
- Staff must be familiar with the Home Visit Policy and procedures, the Child Protection and Safeguarding Policy, the Health and Safety Policy and the Data Protection Policy. Before performing their duties, staff will undergo the appropriate training such as training related to cultural awareness, diversity and racial equality, specific equipment training.

Home Visits Procedure

- Visits take place either during the term before children are due to start attending Nursery or Reception or at the beginning of their start term. Twenty minutes is the standard period of time devoted to each home visit.
- Visiting staff members will take a pack with them when visiting a pupil and their parents in their home. This would usually contain information about the school uniform, information about lunch options, an 'All About Me' booklet to gather information and guide conversation with the parent and child.
- A list of visits will be compiled by the Office Manager and kept in the school office. This list will include the name and address of the pupil and the name and contact details of the parent/carers. A copy will be given to staff who are carrying out the home visits.

- Two members of the Early Years Foundation Stage team, one being the allocated teacher, will carry out the visits. Staff will not carry out home visits alone.
- If the parents/carers are not present, the staff should attempt to contact the parent via telephone. If this is unsuccessful, the school office will attempt to make contact with the parent/carer via telephone. If the parent/carer does not respond the home visit will be cancelled and rearranged where possible.
- Identification cards will be worn at all times. They will be clearly displayed on the front and outside of clothing.
- A house should not be entered if the staff feel unsafe. If a visit is cancelled because of concerns over safety, the reason for cancelling the visit must be communicated to the headteacher.
- If there are potentially dangerous animals in the house, the staff will request that they are kept in a separate room. If the parent/carer refuses, or is unable to adhere to this request, the visit will be cancelled. The reason for cancelling the visit must be communicated to the headteacher.
- Staff should always be professional. They should be friendly, relaxed and be prepared to be adaptable and flexible.
- Any accidents occurring during home visits should be recorded in writing as soon as possible.
- All home visits will take place during working hours.

Child Protection and Safeguarding

- Before staff are appointed, the appropriate background checks must be obtained. This must include an enhanced Disclosure and Barring Service (DBS) certificate and barred list check.
- Staff must consider safeguarding policies and procedures at all times. If they notice anything of concern, this must be reported to the school's DSL or in more serious circumstances as direct referral to MASH. The DSL must be informed as soon as possible if a referral to MASH has been made.
- Any allegations made against school staff will be dealt with in accordance with the Child Protection and Safeguarding Policy.

Appendix: Things to consider during a home visit

During a home visit:

- Show respect for parents/carers as equal partners.
- Remember you are a guest who has been invited into the family's home. You may ask people for information but they are under no legal obligation to give it to you. They can also ask you to leave at any time.
- Be a good listener.
- Staff should avoid commenting on a child's home or provision so that parents do not feel that any judgement is being made on their home or lifestyle.
- Staff should demonstrate an awareness and respect for differing cultures.
- Staff should comply with appropriate customs such as removing shoes, wearing modest clothing etc.
- Staff should remain aware of time constraints on both themselves and parents.
- Maintain professional boundaries in your relationship with the family.
- Consider confidentiality at all times. Do not chat about other families that the family is in contact with. Do not discuss anything in front of other family members without checking beforehand or privately that it is ok to do so.

After a home visit:

- Record information gathered about the child/family
- Follow up any safeguarding or child protection concerns
- Follow up on any actions agreed with parents
- Share information with appropriate agencies where relevant

- Return to school when you have completed the visits and sign back in, also letting the office staff know you have returned.