



Rickmansworth School

Home Visits Policy

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PART 1. OVERVIEW

1. Intent

This policy governs the process of ensuring that appropriate safety arrangements are adopted and adhered to with regards to the undertaking of home visits by staff.

A reference copy of this policy is kept on the shared drive and it will be brought to the attention of all members of staff;

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

2. Review Process

This policy statement and the accompanying organisation and arrangements will be reviewed every three years



Tony Walker
CHAIR OF GOVERNORS



Matt Fletcher
HEADTEACHER

PART 2. POLICY

1. Rationale

- 1.1. This policy contributes to the aim that every child achieves their potential, whilst complying with good Health & Safety and Child Protection practices.

2. Aims

- 2.1. The aim of this policy is to ensure that appropriate safety arrangements are adopted and adhered to with regards to the undertaking of home visits by staff.

3. Procedures

- 3.1. There are several incidences when staff may be called upon to make home visits. Whilst the welfare of students is at the centre of everything we do, the safety of staff is paramount. Please therefore follow the guidelines below when completing a home visit.
- 3.2. Whenever possible home visits should be carried out by two members of staff. This is specifically important on the first visit. Home visits completed by one member of staff can only be approved by the Headteacher.
- 3.3. Where appropriate inform the student and parents that you intend to make a home visit/visits and justify the reason.
- 3.4. If you are confident enough for just one person to visit the home (repeat visits etc.) The following steps should be taken:
 - 3.4.1. Your manager must know the time of the appointment, (allow time to get there safely) and the time the appointment is likely to end. Your estimated time due back at the School.
 - 3.4.2. You must ask a receptionist or other staff member to make contact with you during your allotted visit time, this is to check you are safe and in no imminent danger (giving the receptionist or other staff member a code word you can use if you feel you are in danger will enable the

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receptionist or other staff member to make a 999 call without alerting the person causing the alarm).

3.4.3. You must then contact the receptionist/manager once you are out of the house and the appointment is finished.

3.4.4. You must take a personal attack alarm with you.

3.4.5. Where a visit takes place when the School Office is closed the staff member should liaise with a member of SLT to follow the guidance in 3.4.1 and 3.4.2 using their mobile phone number

3.4.6. Adhere to the May 2019 Safer Working Practices guidance.

3.5. Any concerns during the visit must be reported and any future visits to this house must be approved by your manager with appropriate precautions taken before the visit.

4. Evaluation

4.1. This policy's success will be judged by its ability to ensure that staff are able to undertake home visits safely. This policy will be reviewed in light of any subsequent incidents or changes in government recommendation/legislation.

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