

Home Visit Policy

Author	Executive Headteacher/ Child and Family Support Worker
Review Cycle	Biennially
Date Approved	January 2024
Approved By	Heads Board and Board of Directors
Next Review Date	January 2026

As a child and family support worker carrying out home visits, it is important to have a policy in place to ensure the safety of both the worker and the family members.

Before each visit, a health and safety assessment over the telephone will be completed to identify any potential risks. This assessment will include a review of the location, the family's history, and any other relevant information that may hold any risk. Before visiting the home the risk assessment should be left in the relevant school office so appropriate staff are aware of the visit location.

Any risks identified during the health and safety assessment will be assessed and appropriate measures will be taken to mitigate them. This may include rescheduling the visit, bringing a colleague as additional support or holding the meeting in school or a public place in the community.

Procedure for Concerns: If any concerns arise during the visit, the worker will follow the following procedure: -

- Contact the police if necessary calling 999 if there is a threat to life or anyone is in danger
- Contact FPOC on 0345 678 9021– if there are any safeguarding concerns for a child or young person

If the worker is carrying out a home visit alone and there are risks that occur during the visit and the worker requires further support, but are unable to contact the police due to putting their self at further risk the worker will contact the relevant school reception during school hours and out of hours will contact the Incident Management Team (HTs, EHT, Business Manager and Estates Manager) on WhatsApp. We will use the password 'Red folder + the 3 digit My Concern ID' if there is a risk to the worker and the police need to be called on the workers behalf.

Please note that this policy is not exhaustive and should be reviewed regularly to ensure it remains up-to-date and effective. It is also important to ensure that all workers are trained on this policy and understand their responsibilities in implementing it.

Health and Safety Checklist for Home Visits

Family Name:

My concern number:

Please circle/highlight

Is the home easy to find? Yes No
Record directions distinguishing features of the property if necessary

Are there any access difficulties? Yes No
Comments

Parking problems? Yes No
Comments

Other community or environment issues? Yes No
Comments

Who will be present in the house?

Family members and visitors.

Any risk factors:

Violence? Yes No
Comments

Verbal abuse? Yes No
Comments

Racial Abuse Yes No
Comments

Substance misuse? Yes No
Comments

Mental Health issues? Yes No
Comments

Are there any pets that could potentially cause a danger? Yes No
Comments

Other comments

If any risk factors are identified the worker should discuss with their line manager whether a full risk assessment needs to be carried out prior to the family being visited.

Proceed to **RISK ASSESSMENT** Yes / No

Family Worker Name _____ **Signed** _____ **Family Worker**

Date _____



I have read and will adhere to the lone working procedures in the Trust Health and Safety Policy (p.20).