

Home Visits Policy

This policy is available to parents and prospective parents on the school's website and by request from the School Office. If you require a copy of this document in large print or audio format, please contact the School Office.

Policy Review Schedule

Policy Name	Home Visits Policy
Review Frequency	Annual
Statutory Policy	No
Policy owner	Hannah Robinson-Jaques
Lead Reviewer	Hannah Robinson-Jaques
Approver and date of last approval	Principal – 19-09-2026
Key review dates	Changes made
Policy written on 01/09/2026	Policy adapted from OSCP Safeguarding in Education template.

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1. Aims

This policy aims to ensure that:

- Staff, parents/carers and pupils understand:
 - When and why our school conducts home visits
 - How our school conducts home visits safely and effectively
 - What we do after we have conducted a home visit
 - If there are any concerns about a pupil's safety or wellbeing during a visit, appropriate action will be taken in line with our child protection and safeguarding policy

2. Legislation and guidance

This policy takes into account the responsibilities laid out in:

- [Keeping children safe in education 2026: September 2026](#)
- [Children missing education](#)
- [Education for children with health needs who cannot attend school](#)

It also reflects general health and safety legislation.

3. Definitions

- A Home visit is when a member of school staff enters the home of a pupil – this may be a permanent or temporary address.
- A Doorstep visit- when a member of school staff visits a family home but does not enter the home and stays on the doorstep/outside.

The type of visit completed will depend on the purpose of the visit.

4. Reasons for home visits:

A home visit will generally be a pre-arranged visit, although there may be occasions when a visit may be necessary without notice. The reason for a home visit may be for:

- An administrative visit, e.g., to drop off work, share communication
- For attendance purposes e.g., pupils are absent without explanation, to explore reasons for absence
- As an opportunity to get to know you e.g. Early years introductory meeting
- For welfare check e.g., if a child does not attend a statutory examination
- To support reintegration/transition to school
- To support engagement for parents/carers when others means of communication have not been successful
- To provide an alternative venue for parents who are unable to come into school.
- To visit a pupil who has been off school for a period of time, e.g., due to a medical issue so that they do not feel isolated from the school community
- To offer other support e.g., strength and need completion

5. Roles and responsibilities

5.1 The governing board/board of trustees

The governing board/board of trustees is responsible for:

- Approving this policy
- Monitoring the effectiveness of this policy and the associated procedures

5.2 Leadership team, including the Principal and DSL, where appropriate

All senior staff, including the headteacher and DSL (where appropriate), are responsible for:

- Sharing this policy so staff know why, when and how to conduct a home visit
- Training staff in the school home visit procedures and conduct
- Overseeing risk assessments
- Being aware of and approving the home visit taking place including which members of staff should attend a home visit
- Ensuring appropriate follow up for any concerns identified during the home visit.
- Responding to any issues or concerns raised by parents or carers about home visits

5.3 Staff

Staff are responsible for:

- Adhering to the policy and accessing the available training
- Confirm they have read and understood the relevant risk assessments before completing home visits
- Following the correct procedures before, during and after a home visit, including reporting and recording any safeguarding issues
- Taking reasonable steps to ensure their own safety, as detailed later in this policy
- Informing the school of their movements and time of return

5.4 Parents/carers

Parents and carers are responsible for:

- Communicating any issues or concerns about a home visit to the Principal

6. Safeguarding

- Any safeguarding concerns identified during the visit will be shared with the DSL immediately, in accordance with our child protection and safeguarding policy or the relevant local authorities if the child is not a pupil at the school yet
- Any allegations made against a member of staff making a home visit will be dealt with in accordance with the allegations against staff policy

7. Links with other policies

This home visits policy is linked to the following policies [add or delete the following as required]:

- Child protection and safeguarding policy
- Risk assessment policy
- Children missing education (CME) procedures and policies

- Attendance policy
- Allegations against staff policy
- Health and safety policy
- EYFS policy