



Sheep Dip Lane
PRIMARY SCHOOL

Safety of Staff Home Visit Policy

September 2016

Policy ratified on:			
Date for review:	July 2015	July 2016	
Signed/Responsible: Chair of Governors	J Thomas	J Thomas	
Signed Head Teacher	F Parish	F Parish	

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Growing Gifts





Sheep Dip Lane Primary School: Safety of Staff / Home Visit Policy Reviewed: September 2016

GUIDANCE FOR THE SAFETY OF SCHOOL STAFF DURING HOME VISITS

Note – It is considered advisable for schools and other relevant establishments to have a policy statement and some guidelines to support staff involved in home visiting. (This document has been written to support this Spring term 2003, reviewed 2011 and updated 2012 Reviewed 2014).

To maximise the safety of staff involved in a programme of home visiting, reasonable enquiries to identify potential concerns need to be carried out. It is recommended that the following points be considered.

Before the Visit

1. Parents or carers are informed about the proposed visit, its purpose and duration and given an appointment. A record of this is retained as proof of these arrangements.
2. School retains a copy of the visiting staff's appointments and proposed route in order to know the location of staff.
3. Visiting staff check in and out of school at the beginning and end of each round of visits.
4. Visiting staff carry a mobile phone which is switched on. (School should have the number of this mobile.)
5. **Staff are advised to visit with a colleague if there is a perceived potential risk.**
6. Staff are advised to park so that the car can be easily driven away. Parked cars should not contain any visible documents or valuables.

On the Doorstep

7. Visiting staff should wear clearly visible identification.
8. Visiting staff should ascertain the identity of the parent or carer.
9. An assessment of the situation should be made to decide if it is appropriate to continue with the visit.

10. If the child was expected to be present, but is not there the visit should not normally continue.

During the Visit

11. The focus of the visit should always be related to the child.
12. Visiting staff should endeavour to have easy access to an exit at all times.

After the Visit

13. Any issues of concern should be reported to the Head Teacher on return to school.
14. A written report or visit notes be recorded by the staff who visited, this is to be logged onto CPOMS system, passed in to the Head Teacher and filed in the child's record file.