



WOODLANDS

SCHOOL

ASPIRATION, RESILIENCE, OPPORTUNITY, EXCELLENCE

Home Visit Policy

Amended: October 2023

Approved by Governors: December 2023

Review date: October 2024

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Registered Office: The Billericay School, School Road, Billericay, Essex, CM12 9LH

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1-Rationale

This policy will ensure that all staff safeguard themselves from allegations and assaults during Home Visits.

2- Aims

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

There are several incidences when staff may be called upon to make home visits. As your safety is paramount we would like to issue a few reminders and actions you should take to ensure you have a safe and secure visit.


- 1) Ensure the Head Teacher, David Wright has given verbal permission for a Home visit to take place. Two staff must make the Home visit. Sign out at main reception.
- 2) A dynamic risk assessment (DRA) for home visits must be undertaken before the visit and on arrival at the home.
 - a) A Community Lone Working Risk Assessment (Home Visits) specific risk assessment has now been put in place and shared with staff, this is in addition to the dynamic risk assessment and will be reviewed annually.
- 3) David Wright must know the time of the appointment, (allow time to get there safely) and the time the appointment is likely to end. Estimated time of arrival back at School. Or if at the end of the school day, expected time to leave the Home visit.

On arrival at venue, a text message or email should be sent to David Wright confirming arrival. Your mobile phone must be switched on at all times during the visit. If you do not have a mobile phone then David Wright will provide you with a phone for your visit.
- 4) On entering the Home, you must make a further DRA. This should be based on three processes; **Person** (the vulnerability of the person you are visiting), **Object** (is this a venue that contains objects that may place you in danger i.e. bottles, knives). **Place** - ensure that you are aware of all exit points in the Home to aid a swift exit in an emergency.
- 5) During the visit, it is vital that you remain a professional distance from the person you are visiting and keep calm (the situation may be volatile, hence the need for a visit). Should you feel that the discussions / meeting is becoming a cause for concern, excuse yourself from the home and call David Wright for further guidance.
- 6) On completion of visit, you must provide a written record to be placed in the pupil file with a brief outline of the meeting and the appropriate HOY or other agency informed of the outcome of the visit. This should include both DRAs.
- 7) All must ensure that when transporting pupils there should be two members of staff accompanying the pupil. Where possible permission will be sought prior to the journey taking place.
- 8) Comply with Health and Safety procedures and policy and whole school COVID-19 Risk Assessment.

Any concerns during the visit must be reported back and any future visits to this house must be discussed with David Wright and appropriate precautions taken before the visit.

4- Evaluation

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.

Signed: 
Head Teacher

Dated: 4th December 2023

Signed: 
Chair of Governors

Dated: 4th December 2023

