



# Home Visits Policy

## September 2025

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|------------------------|------------------|--------------|
| Mark Lowe, Headteacher | September 2025   | Annually     |



## MISSION:

### TOGETHER WE CAN ACHIEVE

*Be kind to one another and build each other up. 1 Thess 5:11*

## VISION:

WE AIM TO DEVELOP A PASSION FOR LIFELONG LEARNING  
EXPLORING LIFE IN ALL ITS FULLNESS  
WITH HOPE AND ASPIRATION  
THROUGH A WORLD CLASS EDUCATION

*I have come that they may have life, and have it to the full. John 10:10*

## SCHOOL VALUES:



**Jeremiah 31:3**

*I have loved you with an everlasting love;  
I have drawn you with unfailing kindness.*



**Psalms 118:24**

*This is the day that the Lord has made;  
let us rejoice and be glad in it.*



**Psalms 133:1**

*How good and pleasant it is when  
God's people live together in unity!*



**Jeremiah 29:11**

*For I know the plans I have for you,  
declares the Lord.  
Plans to prosper you and not to harm you,  
plans to give you hope and a future.*

# Sneinton St. Stephen's CofE Primary School

## Home Visit Policy

### 1. Statement of Intent

At Sneinton St. Stephen's, we believe that building strong relationships with our families is essential to supporting our pupils' well-being and academic success. Home visits are a valuable tool in fostering these relationships, as they allow staff to engage directly with families in their home environment, providing personalised support and addressing any concerns that may impact a child's education or well-being.

Our home visits aim to offer additional support to families, particularly in overcoming barriers to attendance, settling new starters, or addressing specific needs. We are committed to ensuring that all home visits are conducted in a manner that prioritises the safety of our staff while respecting the dignity and privacy of the families we visit.

This policy outlines the procedures for conducting home visits, ensuring that they are carried out safely, respectfully, and with the goal of providing meaningful support to our children and their families.

### 2. Legal Framework

This policy has due regard to the following legislation and guidance:

- **Health and Safety at Work Act 1974:** This law ensures the safety of employees at work. For home visits, it mandates risk assessments and safety measures to protect staff, such as carrying mobile phones and informing the school of visit details.
- **Education Act 1996:** This act outlines schools' responsibility to promote regular attendance. Home visits help schools engage with families to address barriers preventing children from attending school regularly.
- **Human Rights Act 1998:** This act protects the right to privacy and family life. Home visits must respect these rights, ensuring that visits are made only for legitimate school-related reasons, such as attendance or support for new starters.
- **UK GDPR and Data Protection Act 2018:** Schools must handle personal data collected during home visits in line with data protection laws. Sensitive information gathered during visits must be recorded, stored, and shared securely.
- **The Education (Pupil Registration) (England) Regulations 2006:** These regulations require schools to maintain accurate attendance records. Home visits assist in monitoring and improving attendance by checking on pupils with persistent absences.
- **DfE Improving Attendance Guidance 2023:** This guidance encourages schools to work with families to improve attendance. Home visits are a supportive measure to identify and address attendance barriers, helping to improve pupil attendance.
- **Keeping Children Safe in Education 2025:** This guidance details safeguarding responsibilities for school staff. During home visits, staff can assess pupils' safety and well-being, making it crucial that they are trained to identify and report safeguarding concerns.

### 3. Personal Safety

The safety of all staff conducting home visits is paramount. Wherever possible, two members of staff will conduct home visits. Where this is not possible, staff members must ensure that the Headteacher and relevant school leaders are aware prior to the visit, follow our Lone Working Risk Assessment, and complete any appropriate risk assessments before visits.

Staff must carry a mobile phone at all times, and details of the visit, including the location and expected duration, must be shared with the school office before and after the visit.

Staff must wear visible identification during home visits.

If any staff member feels unsafe during a visit, they should leave the premises immediately and inform the Headteacher, completing a full report afterwards.

### 3. Training and Conduct

All staff conducting home visits will receive appropriate training, including safeguarding, conflict management, cultural awareness, and first aid, in line with *Keeping Children Safe in Education 2025*.

Staff are expected to maintain the highest professional standards and report any safeguarding concerns to the Designated Safeguarding Lead (DSL) at Sneinton St. Stephen's.

### 4. Purpose of Home Visits

Home visits at Sneinton St. Stephen's are conducted with the primary aim of supporting our pupils and their families. They provide a valuable opportunity for staff to engage with families in a personal and supportive manner, ensuring that children receive the care and guidance they need to thrive both academically and emotionally.

The key purposes of home visits include:

**Attendance Support:** Home visits are a vital tool for addressing attendance issues. They allow the school to engage with families facing barriers to regular attendance and to understand the root causes of absences. Staff can collaborate with parents/carers to develop strategies for improving attendance, offering advice, practical support, or referrals to external services as needed.

**New Starters:** For new families, particularly those in Nursery (Foundation 1) and Foundation 2, home visits help build positive relationships early on. These visits provide an opportunity for school staff to introduce themselves, explain routines, and answer any questions, ensuring a smooth transition into school life for both the child and their family.

**Safeguarding and Welfare Support:** Home visits are crucial for assessing both the safeguarding and welfare needs of children. They allow staff to gain a better understanding of the child's home environment and identify any concerns related to their safety, well-being, or overall welfare. If safeguarding concerns arise during a visit, such as signs of neglect or harm, staff will report these concerns immediately to the Designated Safeguarding Lead (DSL). In addition to safeguarding, home visits also provide a platform to offer welfare support. If families are facing challenges such as financial hardship, housing instability, or mental health issues, staff can connect them to local services, government assistance programs, or other support networks.

**Communication and Relationship Building:** Home visits strengthen communication between school and home, fostering trust and mutual understanding. These visits help staff to better understand the unique circumstances of each family, break down barriers, and ensure that families feel supported by the school.

In all cases, home visits are conducted with the utmost respect for family privacy, and staff are trained to engage with families in a sensitive and non-intrusive manner. The safety of both staff and families remains a top priority throughout the visit process.

## 5. Home Visit Procedure

Below is a clear outline of what families can expect during the home visit process:

### Scheduling the Visit

- **Communication in Advance:** Home visits are typically scheduled in advance, and parents/carers will be contacted by the school to arrange a mutually convenient time. We will explain the purpose of the visit, whether it is for attendance support, a welfare check, or to welcome a new starter.
- **Flexibility:** We aim to accommodate the needs of each family, offering flexibility in scheduling visits around work commitments or other obligations.

### Preparation for the Visit

- **Identification:** The staff member conducting the home visit will always wear a school identification badge, which will be clearly visible throughout the visit.
- **Safety and Confidentiality:** Visits will be conducted with respect for your family's privacy. Any information shared during the visit will be treated confidentially, in accordance with the school's Data Protection Policy and safeguarding procedures.
- **Who May Attend:** We aim for two members of staff to attend the visit.

### During the Visit

- **Introduction and Purpose:** At the start of the visit, the staff member(s) will introduce themselves and briefly explain the purpose of the visit. Whether the visit is to address attendance, discuss welfare concerns, or simply to introduce the school to new starters, the goal is to foster a supportive dialogue with the family.
- **Engagement and Discussion:** Staff will take the time to listen to any concerns or questions parents/carers may have. The visit is an opportunity to discuss any barriers your child may be facing and to work together on solutions, such as accessing school resources or external support services.

### If the Family is Not Home

- **Leaving a Note:** If the family is not present for the scheduled visit, the staff member will leave a contact card indicating that they attempted to visit, with instructions on how to arrange a new time. A follow-up phone call will also be made to reschedule the visit.
- **Missed Appointments:** If home visits are missed repeatedly or there are ongoing concerns about a pupil's attendance or welfare, the school may take further action in line with its attendance and safeguarding policies, which could include escalating the matter to external agencies or the local authority.

### Parent/Carer Rights and Responsibilities

- **Respect for Privacy:** We understand that home is a private space, and parents/carers have the right to feel comfortable during visits. Staff will be respectful and professional at all times. If you have concerns or would prefer a different form of communication, please discuss this with the staff member arranging the visit.
- **Collaboration and Support:** Home visits are designed to support families, and we encourage parents/carers to engage openly with staff during the visit. The more we understand your family's needs, the better we can tailor the support we offer to help your child succeed at school.

## **6. After the Visit**

Staff conducting the visit will complete a report summarising the visit and any agreements made with parents/carers. The report will be shared with the school office, and relevant staff where related to induction to school, and recorded on the pupil's file where necessary.

If the visit is due to an attendance or safeguarding concern, escalation may be required in-line with our Attendance and Child Protection and Safeguarding Policies.

## **7. Safeguarding and Child Protection**

All home visits are conducted in accordance with *Keeping Children Safe in Education 2025*. Any safeguarding concerns identified during a visit will be reported to the DSL immediately.

Staff conducting home visits must have completed all relevant safeguarding training and possess an enhanced DBS certificate.

## **8. Monitoring and Review**

This policy will be reviewed annually by the Headteacher and the school's governing body. Any necessary amendments will be discussed and implemented based on the needs of the school and our families.

## Appendix 1: If the family is not at home

### **Sneinton St. Stephen's C of E Primary School**

Windmill Lane, Sneinton, Nottingham, NG2 4QB

t. 0115 9151370

e. admin@sneinton.nottingham.sch.uk

We visited your home today, but unfortunately, you were not available.

Visit Date: \_\_\_\_\_

Time of Visit: \_\_\_\_\_

Staff Attending: \_\_\_\_\_

Reason for Visit: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please contact us at as soon as you are able to discuss this matter and/or to arrange a follow-up visit.



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Be kind to one another and build each other up. 1 Thess 5:11.



## EYFS Home Visit: Induction Information

|                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name -                                                                                                                                                                                    |
| Pronunciation or name they are known by –                                                                                                                                                 |
| Date of Birth                                                                                                                                                                             |
| Which languages do they speak? Do they speak/ understand English? Which language is used at home? How much are they speaking at home? Do they follow instructions?                        |
| Which languages do parents / carers speak? How proficient are they in English? How would they prefer school to contact them? Would they like to have a translator during school meetings? |
| Do they currently attend a nursery? Are they used to being left with other adults? Are we being sent handover information?                                                                |
| Has the child always lived in the UK? Are they currently in the asylum process or newly arrived in the country?                                                                           |
| Is this their main place of residence? Do they share custody with any other adults?                                                                                                       |
| <b>Are they going to the toilet independently?</b><br>(Nappies/Pull ups?)                                                                                                                 |
| What do they like to play with? What comforts them when they are upset?                                                                                                                   |
| <b>Do you have any concerns about their development? Have any other agencies been involved in their care?</b>                                                                             |

**Do they have any dietary requirements?**

*(Vegetarian / Vegan / Allergies?)*

**Do they have any health requirements?**

*(Asthma / Medication/ allergies)*

**Is there any other information which would be useful for staff working with them to know? For example have they been in the care system, were they premature, have they experienced any trauma which may effect their development?**

**How do they interact with adults and staff during the visit?**