
Ashgate Primary School



Home Visit for Attendance and Safeguarding Concerns: Guidance for designated staff

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Statement of Intent

Ashgate Primary School firmly believes that regular attendance is essential to the successful academic development of pupils. In February 2017, Ofsted identified a disproportionate number of pupils who were recorded as persistent absentees. Whilst it was acknowledged that leaders and managers were acting to address this, persistent absenteeism remained a concern.

The role of Home Visits is crucial to maintaining high standards of attendance. With this in mind Ashgate Primary school has established this guidance for any designated staff who make home visits.

As the role of home visits is prescriptive and designed to provide a specific outcome; safeguard those not at school and decrease persistent absence, we believe that clear procedures must be in place to avoid misunderstandings or confusion about home visits.

Home visits are a useful way of addressing the problems that lead to poor attendance. However, since designated staff may enter private property, it is important that all parties are made aware of the rules and procedures.

A copy of this policy will be made available to parent/carers.

1. Legal Framework

- 1.1 This policy has due regard to the following legislation, including, but not limited to the:
- Education Act 1996
 - The Education (Pupil Registration) (England) Regulations 2006
 - Health and Safety at Work Act 1974
- 1.2 This policy is designed to be used in conjunction with other school policies such as:
- Safeguarding Policy
 - Attendance and Safeguarding Home Visits Risk Assessment
 - Allegations of Abuse Against Staff Policy
 - Private Car Transport expectations
 - Lone Workers Policy
 - Health and Safety Policy

2. Personal Safety

- 2.1 It is the responsibility of designated staff to keep themselves safe at all times. They must avoid any situations that may risk their safety.
- 2.2 Designated staff must carry a mobile phone at all times. The number will be recorded and held by the school office.
- 2.3 Designated staff will inform the school office where they are going and “check in” after home visits have been completed.
- 2.4 When working alone, the designated staff will be familiar with the Lone Workers Policy and the specific Risk Assessment Policy.
- 2.5 If a designated staff member feels that they are in immediate danger, they must extract themselves from the location and complete a full report.
- 2.6 Details of the vehicles used by designated staff, including make, model, registration number and colour, must be held by the school business manager. All vehicles must comply with the Private Car Transport expectations.

3. Training

- 3.1 Designated staff will be fully trained in safe working practices up to and beyond Designated Safeguard Lead level.
- 3.2 Designated staff will undergo the appropriate briefings. These includes That related to cultural awareness, diversity and racial equality, and be aware of strategies for de escalation.

1. Home visits

- 4.1 Home visits allow schools to learn the underlying reasons behind persistent non attendance. By opening a dialogue with parent/carers, designated staff can offer the required support.
- 4.2 An action/decision list of visits will be compiled and decided at half term/summary meetings and a reactive list on a day to day basis.
- 4.3 If the parent/carers are not present at the home, the attendance designated staff member should make appropriate enquiries and leave a 'visit card'.
- 4.4 Identification cards will be worn at all times. They will be clearly displayed on the front and outside of clothing.
- 4.5 A house should not be entered if the designated staff member feels unsafe. If a visit is cancelled because of concerns over safety, the reasons for cancelling the visit must be communicated to the Headteacher, with due regard to the Lone Worker Policy and current risk assessment.
- 4.6 If there are potentially dangerous animals in the house, the designated staff member will request that they are kept in a separate room.
- 4.7 If the parent/carers refuses, or is unable to adhere to this request, the visit will be cancelled.
- 4.8 After the visit the designated staff member will "check in" by calling the school office.

5. After the visit

- 5.1 Once a visit has ended, any agreements made between the designated staff member and parent/carers will be recorded, this may be in the form of a parent contract and email.
- 5.2 A note will be made in the pupil's attendance record and letters sent if they fail to follow the agreement.
- 5.3 If the pupil's attendance continues to fall and reaches appropriate thresholds, penalty notices and/or Educational Welfare may be considered to be the next course of legal action.

1. Child protection and safeguarding

- 6.1 All designated staff are to be DBS checked and trained to Designated Safeguard Lead level.
- 6.2 If a designated staff member is transporting a pupil, the Private Car Transport Policy must be followed.
- 6.3 Positive handling and physical intervention is detailed in school's policies.
- 6.4 The school acknowledges that staff must only ever use physical intervention as a last resort, and it must be the minimal force necessary to prevent injury to another person.
- 6.5 The school understands that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.
- 6.6 Any allegations made against designated staff will be dealt with in accordance with the Allegations of Abuse against Staff Policy.

7. Review and monitoring

- 7.1 The main Designated Safeguarding Lead is responsible for monitoring this policy and any amendments needed.
- 7.2 This policy will be reviewed annually alongside the School Admissions Policy