



Fairfield High School

Safeguarding: Home Visits by Staff Policy

This policy is regularly reviewed to ensure compliance with current regulations.

Approved/reviewed by	
Principal	
Date of next review	September 2026

I. Purpose

The purpose of this policy is to set out good practice guidance and provide guidelines to staff making official visits to the homes of registered Fairfield High School students. We aim to ensure that:

1. Designated staff follow the correct procedure prior, during and after carrying out a home visit.
2. The personal safety of staff on home visits by ensuring that staff follow appropriate health and safety procedures in school of home visit and expected return time.
3. Necessary information has been obtained prior to home visit in order to carry out risk assessment.
4. A general risk assessment has been prepared to cover home visits.

Home visits are important in helping the school to make contact with new, or hard to reach parents/carers. They are particularly useful as they enable the parent/carer to still have contact with the school, but in their own environment. Home visits are to be used when:

- Students are refusing to come into school.
- Students are about to join the school who may have additional needs.
- When there are attendance issues/concerns.
- When students are being educated at home – this is normally the responsibility of the Local Authority.
- When all other means of contact with a family have failed.

Home visits should not be undertaken by any member of staff without the permission of a member of the Senior Leadership Team (SLT), and where possible parents/carers should be informed of the home visit prior to arrival.

2. Preparation for home visit

- Before any initial visit is made by a member of staff sufficient background information should be obtained and an initial risk assessment undertaken.
- Home visits must be made by at least 2 members of staff unless the home has been classed as a low risk following a further risk assessment completed **after** the first visit.
- Visits should be undertaken by prior arrangement and where possible confirmed in writing.
- For Health and Safety reasons the designated member of the SLT should be notified of whom you are visiting and reasons for the visit.
- The school Reception should be given mobile numbers of the staff on the visit and be informed of the departure and estimated time for return. Reception will monitor the Signing In App and alert the SLT should the member(s) of staff visiting not return as expected.
- Staff should feedback information to relevant member(s) of staff regarding the home visit and document on Provision Maps. Any Child Protection concerns arising from home visits should be discussed with the Designated Safeguard Lead (DSL) on return to school and logged on CPOMs.

3. During a home visit

- When visiting the family, staff must ensure they have their ID badge and mobile phone with them.
- Cultural sensitivity/awareness should be observed during home visit.
- Staff must ensure an adult is always present.
- The meeting must take place in a visible and safe area of the house.
- Staff should always be aware of the surroundings, both in the house and surrounding area. If a staff member uses their car, they should try to ensure that it is parked securely and that the route to the house is safe. If they travel by public transport, staff need to be aware of the environment that they find themselves in and take appropriate precautions.

4. Following home visit

- Staff need to inform Reception that they have returned from the home visit.
- Brief report of the discussion and actions from the meeting needs to be completed, linked to/or SIMS, CPOMS and forwarded to the designated member of SLT.

5. Dealing with difficulties

- If an incident does occur, the member of staff should ensure their own safety first.
- Risk assessments should be reviewed.
- Incidences of any abuse on a staff member during a home visit should be recorded and discussed with the designated member of SLT.

Policy edited by: Vice Principal

Related Policies: Child Protection Policy and Procedures

Appendices: Fairfield High School Home Visit Risk Assessment

Date: September 2025

Review: December 2026

Fairfield High School Home Visit Risk Assessment

Student Name	Address	Contact Details		
Date completed:		By Whom:		
			Yes	No
Have any risk been identified by any other agency?				
Are the entrances /exits to the property easily accessible?				
Are there any dangers/hazards associated with the property?				
Are you aware of any intimidating /threatening clients, relatives or friends living at or likely to visit the property?				
Are there pets in the household, are they threatening?				
Are you confident all safety measures are in place?				
Do any members of the household smoke, have you discussed smoking policy?				
Do you think contact should be made outside of the home?				
Areas of concern/Reasons for visit				
Further school action required (if applicable)			By who	By when
Home visit Recommendations				
SLT Signature			Date	

Date of review	
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