

TIBSHELF COMMUNITY SCHOOL HOME VISITS

Ratified: April 2026
(Tibshelf Policy)



Introduction

Tibshelf Community School firmly believes that:

- Regular attendance at school is essential to the successful academic development of pupils
- Safe and well checks should be conducted to safeguard our pupils
- Work with families is an important part in engaging families to successfully impact of the outcomes for our pupils.

The role of the Intervention Team is crucial to the overall performance of the school. With this in mind, we have established this policy for Intervention Team members and other members of staff from Tibshelf Community School who make home visits.

A large part of some of the Intervention Teams time will be spent outside school premises. For this reason, 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; a good way of undertaking our safeguarding obligations in terms of checking the safety and wellbeing of pupils absent from school and a positive way of engaging with the wider family, however, since the staff are entering private property, it is important that all parties are made aware of the rules and procedures. Our staff will maintain the highest professional standards at all times.

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

1. Legal framework

1.1. This policy has due regard to relevant legislation including, but not limited to, the following:


- Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006
- Health and Safety at Work etc Act 1974

1.2. This policy is designed to be used in conjunction with other policies such as the following:

- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy

2. Personal safety

- 2.1. It is the responsibility of our employees to keep themselves safe at all times. They must avoid any situations that may risk their safety.
- 2.2. They must carry a mobile phone at all times, there will be a log of the number they can be reached on, and this will be held by the Intervention Team Manager.
- 2.3. Staff will 'check in' by calling the Intervention Team every two hours to update them of their whereabouts.
- 2.4. A risk assessment will be conducted by the Intervention Team prior to a home visit. If a particular home visit poses new risks, the risk assessment will be amended before the visit.
- 2.5. Records of home visits must include the time and location along with the name of the pupil.

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- 2.6. Details of the vehicles used by staff, including make, model, registration number and colour, must be held by the Business and HR Manager. All vehicles must have the required up-to-date insurance and appropriate checks.

3. Training

- 3.1. Staff will be trained in safe working practices.

4. Home visits

- 4.1. Home visits allow the school to learn the underlying reasons behind poor attendance, undertake pupil safe and wellbeing checks and build a rapport with parents/carers. By opening a dialogue with parents/carers, the Intervention Team can offer the required support.
- 4.2. Visits will be recorded.
- 4.3. Visits must be approved by the Intervention Team Manager or the Assistant Headteacher before any visits occur.
- 4.4. Identification cards (staff badge) 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 member of staff feels unsafe. If a visit is cancelled because of concerns over safety, the reason for cancelling the visit must be recorded.
- 4.6. If there are potentially dangerous animals in the house, the member of staff will request that they are kept in a separate room. If the parent/carer refuses, or is unable to adhere to this request, the visit will be cancelled. The reason for the cancellation will be recorded.

5. After the visit

- 5.1. Once a visit has ended, any agreements made between the member of staff and parents/carers will be recorded.

6. Child protection and safeguarding

- 6.1. If a member of staff is transporting a pupil, the member of staff must have appropriate insurance and the pupil must be seated in the rear of the vehicle.
 - 6.2. Physical intervention by staff policy and procedures are detailed in our Physical Restraint and Reasonable Force Policy.
 - 6.3. 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.
 - 6.4. Physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.
 - 6.5. Any allegations made against attendance officers will be dealt with in accordance with the Allegations of Abuse against Staff Policy.
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