Chuckery Primary School

Home Visiting Policy
2019 -2020
(Reviewed Sept 2018)
Introduction

Home link worker (HLW) will undertake home visits to support parents and families. HLW will aim to empower such families enabling them to develop their own coping strategies and support them to access services outside of the home.

HLW will need to consider a number of issues that may arise from working closely with families; these will include maintaining professional boundaries, confidentiality, liaising with other agencies and safety issues.

Personal Safety

Chuckery Primary School has a responsibility to provide a safe system of work, and individuals have a responsibility to follow safe working practices to safeguard the interests of themselves, their colleagues and the families we work with in the community.

Therefore:

- HLW should ensure that they receive as much information as possible about the family before home visiting the home.
- Risk Assessment forms should be completed. Highlighting any concerns regarding safety.
- Give families information about the role of HLW, reason for visiting and a planned appointment so that they know what to expect. Always wear a clear, visible ID badge and leave a calling card if families are not home.
- If HLW feels vulnerable or uneasy about a home visit, another team member could accompany, or contact away from the home environment could be arranged. Another team member could be asked to ring the HLW at a specific time during the visit to ensure all is well. Wherever possible arrange home visits within normal working hours.
- Before leaving the school building HLW will ensure that a means of communication, such as mobile phone, is working. Contact name, address and number should be available for the office staff to access in an emergency. Information should also be written on the white board in SLT office, so they are aware of any planned visits and can monitor how long the visit is taking, checking on the HLW if it is taking longer than expected.
- HLW will sign out at the office and use the logging in and out book located in the school office. This book should state expected time of return and address of visit. If the expected time of return changes HLW will contact the school to inform them of the change. This information will be recorded in the logging in and out book by the office staff.
- If the HLW does not return or contact the office within 10 Minutes of the specified return time, office-based staff will endeavour to make contact.
- If the HLW cannot be contacted within 15 minutes of the specified time office based staff will need to report their concerns to the head teacher and call the police. It is therefore essential that HLW maintains contact with the school office to prevent emergency procedures being commenced unnecessarily.
- It is the responsibility of the HLW to familiarise themselves with Chuckery Primary school policies and procedures regarding confidentiality and child protection.
- Dress appropriately for the area or family to be visited, particularly when a family culture demands that women be well covered. Do not wear expensive looking jewellery. Wear shoes and clothes that do not hinder movement or your ability to run away in an emergency.
- Initial visits should include a risk assessment and any concerns or potential risk factors noted, and shared only with colleagues involved with the family. Risk assessments should be reviewed regularly.
• HLW should ALWAYS put personal safety first and leave a situation if feeling unsafe. Professional codes of conduct do not require personal safety to be jeopardised. Leave and find alternative ways of providing support to the family.
• Home visits should take place during normal office hours. However there will be occasion when in order to address specific needs of the individual families, HLW may have to visit families in the evening when school is closed. In these circumstances the following procedures must be followed:
• The head teacher and members of SLT should be made aware of the visit.
• Head teacher will have the HLW mobile number and address of visit. The HLW will contact Head Teacher or SLT as soon as the visit has ended. If the HLW has not contacted the Head teacher or SLT within 15 MINUTES of the specified time Police should be contacted.
• In the event of an incident or concern about personal safety, HLW should abandon or postpone the visit and report concerns as soon as possible. HLW should call for assistance from the Police and inform DSP as soon as possible.
• If HLW should notify office staff and SLT if undertaking a home visit on the way home or without returning to school. Likewise, if planning to make a home visit before coming into school.
• HLW will inform Head teacher and DSP re matters arising.

Confidentiality

• Information disclosed by parents/cares or families during home visits should only be shared with Chuckery Primary school staff directly involved with parent/carer consent.
• The only exception is when HLW makes the judgement that the welfare and safety of a child is at risk. In the event of a child protection issue HLW will refer to SLT.

Record Keeping

HLW will record basic information about home visits

• Information recorded should be factual, concise and accurate.
• Information recorded to include the purpose and any actions or outcomes from the visit. All entries should be dated.
• Information re assessment of the needs of the family and therefore, an indication of the support needed.
• Each visit will be recorded in a dedicated family file.
• Records will be stored in a locked cabinet. All information is to be treated in a confidential manner and only staff involved with the family will have access to information.

Signed

Print: Mr James Pearce
Date: 8th July 2019
Headteacher

Signed

Print: Mr. Neil Ravenscroft
Date: 8th July 2019
Chair of Governors

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