Wakefield Home Visit Tips

It is essential that appropriate risk assessments and procedures are in place before undertaking home visits. Risk assessment should include any known factors about the pupil/parents and anyone else known to live in the household including large dogs etc. Extra consideration should be given to any know hostility, complaints or grievances. In the unlikely event that little or no information is known visits should not take place without 2 members of staff.

* DSL’s should ideally carry out home visits as they have full safeguarding training and access to full safeguarding file. If DSLs cannot do visits due to sickness or self-isolation these can be delegated however information must be shared with person doing the visit. The delegated person must understand confidentiality and that information should only be shared on a need to know basis. The visits must have a clear purpose.
* Information about children and families should be kept up to date to allow other colleagues to access current information.
* Visits and outcomes MUST be recorded on school system, keeping up to date records is vital. Including time arrived and left.
* No personal information about a child should be taken off premises without secure protection.
* Remember and refer to the NEGLECT Toolkit
* Child must be seen.
* Visit should be risk assessed, including risk of infection, in Covid circumstances it may be best to see the child through the window/ at safe distance – following current government guidance.
* Ring and let the family know you are coming – unless circumstances warrant otherwise.
* Two member of staff should carry out visits if necessary.
* The child should be seen in a communal area of the house. Open and transparent. Usual practice will be to not enter the home if parents do not consent or are not present, unless in an emergency.
* Carry a work mobile phone. Personal numbers must not be shared with parents etc. If you have to use your personal phone learn how to hide your number.
* Carry your ID badge and ensure you show this clearly.
* Agree a procedure if a member of staff does not return at the expected time. Ensure you have up to date details for all staff making home visit including up to date car details and emergency contacts.
* When entering a home property ask for any dogs to be secured in a separate room if possible. If the member of staff feels unsafe they should leave immediately. In these circumstances consider the implications for the child and seek advice.
* Print off the dealing with disclosures card and give this to all members of staff who may be making visits.–(Safeguarding webpage under resources)
* Make sure all members of staff know how make a referral to social care/police in most circumstances this is after consultation with the DSL, unless in an emergency. (give consideration of DSL availability – do not delay any response)
* Alert other staff where you are going and when expected back, if going home afterwards you must check out with phone call. What is the procedure if you do not return? Is based manned at all times when visits happen? Base must have your up to date car details etc.
* May be worth having a code phrase – if said on the phone it means the person is requesting urgent help – i.e. to call police.
* All staff represent the school so code of conduct, appropriate dress and values and attitudes of the school apply at all times.
* Ensure any behaviour or situation of concern is discussed with manager.

Ensure MASH and Operation Encompass have your up to date out of office / DSL holiday contact details.