



## **INTRODUCTION**

Crowle Primary Academy recognises the need to ensure appropriate safety arrangements are adopted and adhered to with regard to the undertaking of home visits by staff.

## **PROCEDURES**

There are several incidences when staff may be called upon to make home visits. Staff make home visits as part of our induction process in the Foundation Stage. As employee safety is paramount, all staff must follow these procedures to ensure a safe and secure visit.

- 1) **Always** take two people on the visit.
- 2) In exceptional circumstances, it may be necessary for another person to be part of the visit team or for three people to attend (one may possibly wait in the car.)
- 3) When arranging the visit, questions should be asked about pets, and requests made to tether animals prior to our arrival.
- 4) The people visiting must have a working mobile phone with them.
- 5) There must be a contact based at the academy that will be the link during a home visit. This may be the Headteacher, Business Manager, Administrative Assistant or other relevant member of staff. They must know the contact details of the mobile phone, the time of the appointment times (allow time to get there safely), the time the appointment is likely to end and your estimated time of arrival back in school.
- 6) At the end of the appointment the people on home visit must contact the link person and let them know all is well.
- 7) If no phone call has been received, the link person will ring to check you are safe and in no immediate danger. (Giving the administrator a code word you can use if you feel you are in danger will enable the administrator to make a 999 call without alerting the person and causing alarm.)

Any concerns about the visit must be reported back and any future visits to the family concerned must be discussed with a member of the SLT, and appropriate precautions taken before the next visit.

*Written by: Erica Fawcett  
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