



Drighlington Primary School

Home Visits Policy and Risk Assessment

Purpose

This policy sets out the procedures for undertaking home visits safely to support safeguarding, attendance and family engagement.

Preparation for Home Visits

- Home visits must be authorised by the Headteacher, DSL or Deputy DSL.
- A minimum of two members of staff must attend.
- Complete a risk assessment before the visit.
- Where possible families should be informed in advance. Unannounced visits should only take place where safeguarding or welfare concerns justify this.
- Staff must carry school ID and a charged mobile phone.
- Inform the school office of the address, expected return time and vehicle details.
- Take a personalised Home Visit Letter (Appendix 2). If there is no response, complete the letter and post it through the letterbox requesting the family contact school.

Where no contact is made

- Do not remain at the property for an unreasonable period.
- Post the Home Visit – No Response Letter (Appendix 2) through the letterbox where safe.
- Record the attempted visit on CPOMS including date, time, reason for visit and confirmation that the letter was left.
- The DSL or Attendance Lead will decide any further action.

Recording

All home visits, including unsuccessful visits, must be recorded on CPOMS with staff present, purpose, observations, actions and whether Appendix 2 was left.

AppendicesAppendix 1 – Home Visit Risk Assessment

Appendix 1

Home Visiting Risk Assessment

Family 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 adults, 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?			
Do you think contact should be made outside of the home?			
Areas of concern			
Action(s) to eliminate/reduce risk?		By whom	
Two members of school staff to be present at all times.		Staff conducting the Home Visit	
Parent/Carer to be on the premises at all times.			
School staff to follow school Child Protection and all safeguarding related policies at all times.			
School staff to terminate the visit if unsafe.			
Emergency services to be called in the event of the situation becoming dangerous. The school and other agencies must be notified of this immediately.			
Date	SLT signature	Staff Member 1	Staff Member 2
Date of review			

Appendix 2 – Home Visit – No Response Letter

Drighlington Primary School
Moorland Road
Drighlington
Bradford BD11 1JY

Telephone: 0113 2853000
www.drighlingtonprimary.co.uk
info@drighlingtonprimary.org.uk



Dear parent/carers

A member of Drighlington Primary school attended your property on _____ at _____ in relation to _____ attendance. Unfortunately, there was no response at the address, and we were unable to make contact.

Please contact school at your earliest convenience.

Yours sincerely,
Attendance Team