

## Home visits risk assessment

### Name of school

Assessment conducted by: Anna Upton	Job title: Headteacher	Covered by this assessment: <u>Family support workers, teachers, teaching assistants, the SLT, and all other support staff.</u>
Date of assessment: Sept 2019	Review interval: <u>annually</u>	Date of next review: <u>September 2020</u>

Related documents
<u>Health and Safety Policy, First Aid Policy, Attendance Officer Home Visits Policy, Challenging Behaviour Policy, Child Protection and Safeguarding Policy, Allegations of Abuse Against Staff Policy and Lone Working Policy.</u>

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

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Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Policies and procedures	H	<ul style="list-style-type: none"> <li>Relevant policies contain clear guidelines on child protection, home visits and health and safety.</li> <li>Policies are reviewed on an annual basis, or whenever there is an incident that shows a need for the school's procedures for home visits to be reviewed.</li> <li>Policies do not discriminate in any way against parents, pupils or staff.</li> <li>Policies include protocols for an emergency response in relation to staff being put in potential danger on a home visit.</li> <li>All staff are made aware of the procedures within school policies relating to home visits, child protection and safeguarding, and health and safety.</li> <li><del>Additional risk assessments are carried out where a home has been identified as a high-risk high risk visit in the past.</del></li> <li>Staff receive training on relevant topics, such as safe working practices and disengagement techniques and cultural awareness and, and apply their training to each home visit.</li> <li><del>Staff always wear one form of photo identification during one form of photo identification at all times during the visit. Home visits are scheduled two weeks in advance of the proposed visiting date.</del></li> <li>A list of visits is compiled on a weekly basis. This list includes the name and address of the pupil, the name and contact details of the parent, along with the attendance record of the pupil.</li> <li>The list is approved and signed by the headteacher before any visits occur.</li> </ul>	Y	Headteacher	Sept 2019	M

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		<ul style="list-style-type: none"> <li>Where one or both parties can no longer attend a scheduled visit, it is rearranged for a date that is convenient for both parties.</li> <li>All home visits follow guidelines in the lone working policy and initial visits are carried out in pairs.</li> <li>All home visits finish by at least <del>16.30</del>3pm.</li> <li>Staff do not enter a house if a child answers the door <u>and no adult is present in the property.</u></li> <li>Staff respect house rules when entering a house.</li> <li>Before a staff member attends a home visit, the appropriate background checks are obtained. This includes an enhanced DBS certificate and barred list check.</li> <li>Where a pupil acts inappropriately e.g. acting aggressively, staff act in accordance with the procedures outlined in the <u>Challenging Behaviour Policy</u> and <u>Child Protection and Safeguarding Policy.</u></li> <li>Any allegations made against <del>staff attendance officers</del> will be dealt with in accordance with the <u>Allegations of Abuse Against Staff Policy.</u></li> </ul>				

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Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Conflict with parents		<ul style="list-style-type: none"> <li>If a parent appears at all uncomfortable about the visit continuing, staff should offer to leave and reschedule the meeting over the phone, or at the school.</li> <li>Staff consult with any colleagues who may have already had contact or involvement with the family for advice and important information.</li> <li><del>Staff check the parent's actual name and title in advance of the meeting, check the parent's ID on arrival and keep a record that identification has been checked.</del></li> <li>Two members of staff attend the visit where there been issues with parental behaviour in the past.</li> <li>Two members of staff do the initial visit</li> <li>If staff are subject to spoken or physical abuse, the police are contacted where necessary.</li> <li>If staff are in physical danger, physical intervention is used as a last resort and is the minimal force necessary to prevent injury to another person.</li> <li>Staff do not raise their voice or enter into arguments with parents.</li> <li>If parents are being aggressive or are no longer listening to the member of staff, the meeting comes to an end and staff leave the premises.</li> </ul>	Y	Headteacher	Sept 2019	M
Accidents and injury		<ul style="list-style-type: none"> <li>Vehicles used to go to home visits are registered and insured, and the school notes down the registration plate, make and model of the vehicle.</li> </ul>	Y	Headteacher	Sept 2019	M

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		<ul style="list-style-type: none"> <li>Staff ask parents if they have any pets that they should be aware of, e.g. dogs that will be in the home at the time of the visit.</li> <li>Any identified pets are requested to be kept in a separate room throughout the duration of the visit so that staff do not come into contact with them, <u>if appropriate.</u></li> <li>If a member of staff is involved in a road traffic accident, the school is informed as soon as possible. If it is a major incident, this may be either a paramedic or police officer.</li> <li>If the accident is minor the member of staff is responsible for informing the school of the accident.</li> </ul>				
Safety and security		<ul style="list-style-type: none"> <li>Information is obtained about the location of the pupil's house prior to the home visit.</li> <li><u>Staff follow emergency procedure in Lone Working Policy – Appendix 3-5</u></li> <li>Staff inform the school office of the schedule for the home visit, including: the departure time, the address of the home, the staff member's contact telephone number, the transport taken, <del>the route</del> and when staff plan to leave the home.</li> <li>Where the parents do not answer the door, the staff member waits for <del>20</del> <u>a few</u> minutes and then leaves – they inform the school office when they have left the premises.</li> <li>Staff identify the nearest exits when entering a house to prepare for an instance if a parent becomes aggressive.</li> <li>Where a member of staff feels in danger or threatened, they leave the house immediately.</li> <li>Staff contact the school office immediately after the visit is finished, informing them that they are safe.</li> </ul>	<u>Y</u>	<u>Headteacher</u>	<u>Sept 2019</u>	<u>M</u>

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		<ul style="list-style-type: none"> <li>Where high risks are identified, e.g. high crime rates, an alternative meeting environment is arranged.</li> <li>Staff do not enter the house if nobody is in.</li> <li>Staff <u>always take a mobile phone with them to the home visit and keep it on them</u> <del>ake a mobile phone with them to the home visit and keep it on them at all times</del> – the phone should be fully charged at the start of the visit and remain switched on.</li> </ul>				