

## Home Visits Policy

Under some circumstances, it may become necessary to visit learners at home. This may be to support their additional social or learning needs or in order to support them in achieving qualifications. In circumstances where a home visit is deemed necessary, the following procedure is to be followed.

1. Staff member confirms with their manager that a home visit is necessary in order to support the learner.
2. Staff members and managers discuss the visit and review everything that is known about the learner, including but not limited to the following sources.
  - a. Services engaging with the learner, such as YOT, the tutor team, marketing and recruitment, and student services
3. That review will need to consider the following:
  - a. Is there any reason to suspect that a home visit might be risky (for example, a history of aggressive behaviour, serious drug abuse, criminal record, learner suspension or exclusion, an indication that the parent or carer is unstable or any other issues?)
  - b. Can the visit be conducted in the learner's home, and is the home likely to be a safe environment?
  - c. Are there any other aspects of the home visit that might pose a risk, for example, travel or the location of the house?
4. If the visit is deemed to be a low risk after the review, then the visit may be booked and carried out once parent/carer approval has been given (verbally over the phone is fine). Staff must notify their manager of the date and time of the visit and ensure they take a charged OMG Education (OMG) mobile phone with them.
5. If a home visit is deemed to be a medium risk, then the staff member and the manager will discuss the possibility of meeting the learner in a public place close to their home, such as a library or café
6. For medium-risk meetings, the staff member must notify their line manager of the following.
  - a. Date and time of their planned visit
  - b. Likely duration of the visit
  - c. The time they are expected back at OMG
  - d. The staff member must call their manager to inform them of the safe return to OMG.
  - e. If the manager has not heard from the staff member within 30 minutes of their expected return, then the manager must call the staff member. If no response is received, the manager must call the learner and parent/carer. If not able to contact the staff member, then call one of the SMT immediately to discuss a response. If no SMT member is available, the manager is to call the police immediately.
7. Any visit deemed to be high risk should not be carried out
8. For all visits, the staff member must take a fully charged OMG mobile phone with them. If they do not have their own OMG phone, they must borrow one from marketing and recruitment or student services
9. If a laptop is needed, then approval must be given by a member of SMT via email to the IT department, and the IT policy must be followed
10. The staff member must complete the attached form and email it to [jamal.miah@omgeducation.co.uk](mailto:jamal.miah@omgeducation.co.uk) at least 24 hours before the visit is due to take place.
11. The staff must fill Home Visits Excel Sheet located in the YP Details Google Shared Drive after the visit takes place.

**Appendix A:**

<b>Risk Assessment Form for Home Visits</b>	
Name of learner:	
Name of staff member:	
Phone number that will be taken on the visit:	
Date and time of visit:	
Time of expected return:	
Address of visit:	
Phone number of learner:	
Phone number of parent/carer:	
Having reviewed all the available information about this learner, I consider the risk of a home visit to be LOW / MEDIUM / HIGH	
If low risk, the visit can go ahead at home; if medium risk, then the visit should go ahead in a public place such as a library or café. High-risk visits should not be carried out	
If applicable, have confirmed with the parent/carer that they are happy for the visit to go ahead. YES / NO	
Approved by (line manager name)	
Sent to Jamal Miah via email (date and time)	