



Pedagogical Home Visit Policy

Policy Owner:	Early Childhood Manager
Formally Endorsed By:	Council of Trustees
Endorsement Date:	September 2025
Next Review Date:	September 2026

Human connection in all we do

Michael Hall Pedagogical Home Visit Policy

Purpose

At Michael Hall, we believe that education is a partnership between home and school. Pedagogical home visits are one of the ways we deepen this connection, supporting children as they form strong, trusting relationships with their teachers.

This policy is designed to ensure the safety and wellbeing of both families and staff during home visits, while fostering the spirit of trust, openness, and mutual respect that underpins our school community. Home visits are always optional and families may choose whether or not to take part.

Before any visit takes place, a contextual risk assessment will be completed. Where risks are identified, appropriate measures will be taken. If the environment is deemed high risk, the Designated Safeguarding Lead (DSL) will be informed and the visit will only proceed with additional support (for example, a second staff member present).

The Value of Home Visits

There is a shared recognition within our community that pedagogical home visits are a gift. They:

- Strengthen the bond between a child and their teacher.
- Foster mutual understanding between families and staff.
- Provide teachers with valuable insight into the child's world beyond the classroom.

Guidance for Staff on Home Visits

Preparation

- Book appointments in advance and offer flexible times where possible.
- Ensure parents know when you will arrive, how long you will stay, and what to expect.
- Familiarise yourself with the location, route, and parking before leaving.
- Leave your visiting schedule and expected return time with your line manager.
- Carry your school ID and a mobile phone (for safety, not for photography).

Professional Conduct

- Approach parents and carers as equal partners in supporting the child.
- Remember that you are a guest—show respect for family life and home environment.
- Maintain professional boundaries (e.g. do not smoke, drink alcohol, or accept gifts).
- Consider confidentiality at all times. Do not discuss other families or share sensitive information without consent.
- Respect diversity in all its forms, including social, cultural, racial, religious, and family structures.

During the Visit

- Enter only when an adult named on the parent's consent form is present.
- If only a child is home, do not enter—wait until a parent/carer arrives.
- Be alert to pets and other adults present; politely request that uncaged animals be secured if necessary.
- If at any point the parent/carer feels uncomfortable, offer to end the visit and continue by phone.
- If you feel unsafe, do not proceed with the visit. Contact the family by phone and report concerns to your line manager.

Safeguarding Awareness

Remain mindful of safeguarding responsibilities. If you encounter:

- A child left home alone.
- Unsafe or hazardous living conditions.
- Visible marks or injuries causing concern.
- Disclosures or evidence of abuse.

You must seek advice urgently after leaving the home. Discuss immediately with the DSL.

Health and Safety

- Where possible, visits should take place between 9.00am - 5.00pm, with awareness of daylight hours, especially in winter.
- If a visit must extend beyond daylight hours, inform your line manager before and after the visit.
- Park facing the direction of exit to ensure a safe departure if required.
- If your personal safety feels compromised at any stage, leave immediately, move to a safe location, and call for assistance if necessary. Inform the DSL as soon as possible.

Documentation

- Complete the Pedagogical Home Visit Teacher's Sheet (Annex 2) and provide it to the DSL before the visit.
- Ensure the Parent/Carer Consent Form (Annex 1) is signed prior to the visit.
- Inform your line manager when you have safely left the property.
- Document any concerns without delay.

Annex 1

Parent/Carer Letter

Dear Parents and Carers,

At Michael Hall, we view pedagogical home visits as a special opportunity. They allow your child to share with their teacher the spaces at home that are meaningful to them, and they help to strengthen the bond between teacher and child. These visits are an invitation, not an expectation—your family’s choice will always be respected.

When your teacher arrives, the focus will be on your child and their developing connection with their teacher. To ensure that this experience is safe and respectful for all, we ask that:

- The teacher is welcomed by one of the adults named on this form.
- Your child is dressed in everyday clothing for the visit.
- You remain present in the home and maintain visual contact if your child wishes to show their teacher around.
- Pets are secured if necessary.
- Smoking, vaping, or alcohol consumption does not take place during the visit.
- Photographs of your child and teacher together are not taken in the home.
- The teacher’s car is not blocked in, to allow a smooth departure.

We are deeply grateful for the trust you place in us when welcoming us into your home. If you choose to participate, please return this signed form to your child’s teacher at least one day before the scheduled visit.

Adult present for the visit:

Signature: _____

Annex 2

Pedagogical Teacher's Home Visit Information Form

Michael Hall Teachers Home Visit Procedure:

- Fill out information sheet for line manager prior to home visit.
- Give parents/ guardians/ carers the Child Home Visit document and have it signed prior to home visit
- Inform line manager when you have left the child's property safely.
- Document any concerns immediately.

Teacher's Name _____

Date of Visit _____

Time of Visit _____

Child's Name _____

Parent/ Carer/ Guardian Names _____

Family
Address _____

Family Phone Number _____

Teacher's Mobile Number _____