

Home Visit Policy

What is our responsibility when a child is absent?

We will always assess the child's safeguarding risk at their own address. For example, is there a risk of forced marriage, child sexual exploitation, domestic abuse, radicalisation, honour based violence? If the judgement is the child is at risk of harm, we will contact the police or social care immediately. If a child is absent we have a responsibility to contact the parent or carer on the first day of absence and continue to make every effort to locate the Child.

This is the process we will follow:

Day 1 - Phone call A staff member trained to do so, telephones the child's home to seek reasons for the absence and reassurance from a parent or carer that the child is safe at home. If there is a response from a Parent/ Carer the reason should be recorded on the CR10. Parents/ Carers to be informed to ring in if their child is absent from nursery.

If there is no answer at the home or on mobile numbers call back. Risk assess after 2 hours. The person answering is not the parent/carer and the school is not reassured that the child is at home or safe The school's designated lead for child protection should be consulted on a risk assessment and the degree of vulnerability of the child .

Day 2 - Follow up phone call A subsequent telephone call must be made either from the nursery landline. Please record date, time and the person who has called on the CR10.

Day 3/4 –Write or email to the parent in plain English, asking for contact to be made with the school immediately. Please give the parents/carers 3 working days to make contact and if you are aware that English may not be the parent's first language, copy the letter into a language that may be more accessible. Notify CASS on the measure we have already put in and follow their advice. All communications to be logged down on CR10.

Day 5/6 - Arrange a visit to the home address ensuring that risk assessments are in place. Once you have completed these checks (or within 10 days, whichever is earlier) If the child has not been seen and the parents/carers have not made contact either, nursery must report the child as missing from education.

DSLs to lead home visit and follow the procedure

- Risk Assess before completing a home visit. Please ensure the Manager has read and signed the risk assessment.
- Ensure two members of staff conduct a home visit wearing their staff ID badges.
- Take the nursery mobile phone.
- Ensure Senior staff are aware of where you are going and the time you are due back at the setting.
- Knock the door or press the door bell. Wait and if no one answers the door, knock the door or press the door bell again. If there is no answer post a letter asking the Parents/Carer to contact the nursery.
- Record on CR8.

This policy was adopted on	Signed on behalf of the nursery	Date for review
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18 th October 2023	Z.Khatoon	14 th October 2023