

Whalley Range 11-18 High School
Home visits Covid 19 protocol – updated February 2021

All staff must ensure that Jackie Fahey and Morresa Connolly are aware of a forthcoming visit 24 hours prior to the visit. Please email the details of the name of the students, year group and form and the purpose of the visit.

Aim:

- To check that students are present and safe
- To remind families of their need to answer phone calls
- To communicate any important information and to reassure families that school is still supporting the child and family.
- To ensure staff safety and wellbeing

To ensure that staff feel confident and secure, we want the following to be applied:-

1. When visiting the homes of students, you must go with another member of staff. For your safety, you must not undertake a home visit on your own.
2. Ensure travel to the home is undertaken within Covid secure guidelines.
3. Knock on the door and then retreat to a distance of at least 2 metres.
4. If you are dropping any work or other hard/paper packages off, leave them on the floor for the person that answers to pick up.
5. If no one answers, and there is a letterbox, either post work through or leave a 'with compliments' slip to let the family know that school has called.
6. Do not break the social distancing rules, if anyone steps towards you, step back and remind them of the 2-metre rule.
7. Keep conversations brief.
8. Ask to see the young person/young people – if appropriate.
9. Remind families to check the website and their e mails.
10. Under no circumstances should you enter the property.
11. Remind them that school is still here to support the child and family.

Protective gloves and hand sanitiser are available from school for your use.