



HOME VISIT POLICY AND PROCEDURE FOR STAFF

Current Version 3.0

Home Visit Policy

At St Andrew's Pre-school, we feel that home visits are important to help the children, their families' and the Key Person to get to know each other in an environment in which they feel comfortable. This helps with a smoother transition from home to Pre-school. By meeting their Key Person at home alongside Pre-school visits, the children will find comfort in seeing a familiar face in a familiar environment on their first day.

As a setting, we recognise that a child's parents are their most enduring educators and we recognise that parents offer diverse strengths. By carrying out a home visit, we can learn from parent's knowledge, so that we can continue to build on the foundations of their child's learning and development.

The benefits of a home visit are:

- Building relationships
- Making links from the child's learning at home to the setting
- Gain information on the children's skills and interests
- Time to go through any outstanding documents with parents/carers

The Home Visit

- An appointment will be made with parents/carers at a mutually convenient time for all. The visit will last for approximately 30 minutes.
- The Key Person and the Manager/Deputy Manager will wear their uniform, with their name badge.
- The Manager/Deputy Manager will use the time to talk to the family, gaining information about their child and answering any questions. Paperwork may be completed at this time as well. The Key Person will spend their time getting to know the child.
- The Key Person and the Manager/Deputy Manager will ask to see the record of your child's Two year check in your red book - 'My personal child health record'. We will be happy to discuss any related information at this time if you wish to do so.
- Both members of staff will stay together during the duration of the home visit and would not be expected to be left alone with the child that they are visiting.



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- The Key Person and the Manager/Deputy Manager recognise that they will be guests in the home of the family they are visiting, therefore they will treat all families with a high level of respect and regard for the duration of the visit.
- At any time during the visit, parents may ask a staff member to leave without giving a reason why. Both staff members will leave in this situation.
- If a member of staff feels unsafe, or threatened in anyway during the home visit they will leave the premises.

Procedure for Staff on a Home Visit

- The Manager/Deputy Manager will go through the Profile Update Form and the Funding Form and answer any questions the parent may have about Pre-school.
- The staff member will ask to see the 'Red Book' to look through any notes and to see a record of the 2 year check.
- The Key Person will observe and interact with the child. The Key Person will then record any useful information from the visit on the child's Tapestry journal at the start of the new term.
- The postcard will be given to the child at the visit.
- A photograph will be taken of the child and parent/s for the Parent Board and Journal.
- Once the visit has ended, Staff will move on to their next visit.