



HOME VISITS POLICY AND PROCEDURE

This policy has been written in order to promote the welfare requirements of the children in our care, in line with the Statutory Framework for the Early Years Foundation Stage.

In conjunction with the Settling Nursery Policy we will offer parents/carers the opportunity to have a home visit. This will be an opportunity for the child's key person and a senior member of the team to visit the child in their own environment where they feel most confident and secure. It is really important that the key person develops a rapport with both the child and parent/carer to ensure effective two way communication.

Rationale

- We believe that our first encounter with parents and children is crucial in helping to form a positive partnership between home, nursery and school.
- Before coming to nursery, parents/carers are their child's first carer/teacher.
- Parents/carers have valuable knowledge about their child, which will help staff to provide appropriate experiences for them at nursery.
- Home visits provide a forum for such knowledge to be shared in an informal way.

Aim

- To provide an opportunity for a new child and family to meet staff in their own home before the child starts nursery.

Purpose

- To help the child, family and staff get to know more about each other in the home environment where the child feels most relaxed.
- To gather information and knowledge about the child and their individual care needs
- To encourage parents to ask questions in an informal way
- To begin to build a relationship with the child and parent/carer
- The home visit is an optional service that nursery provides, not all families wish to take up this offer, and the home visit is additional to our settling in procedure provided for all children.

Procedure

- We will arrange a time that is mutually convenient for both the family and staff
- A home visit will always be attended by two members of staff
- The staff will make their own way to and way back from the families' home and this will take place during normal working hours, usually at the beginning of a new term

- Staff will introduce themselves, show identification and explain the purpose of the visit
- One member of staff uses the home visit as a means of talking to the family, gaining information about the child and answering any questions the family may have. The other member of staff will probably play with the child and take notes during this time
- The staff will stay together during the home visit and would not expect to be left alone with the child and/or parent/carer during the visit
- We would not expect a home visit to last longer than 30 minutes maximum
- Staff will be conscious of the fact that they are guests in the families' home and will treat all families with a high level of respect and regard during the visit

During the home visit we will:-

- Introduce the Early Years Foundation Stage and how we use this in our nursery
- Discuss the nursery's routine and what opportunities are offered
- Go through the nursery's settling in and Starting Nursery School policies
- Give the parent/carer a copy of their child's Contact Details Sheet checking all the information is up to date and whether anything needs to be amended
- Ask the parent for the child's likes/dislikes, details of any comforters, routines and specific needs and interests
- Spend some time playing with the child, and if appropriate take a photo for their peg, registration and water bottle card
- Give parents/carers the opportunity to ask questions and/or express any concerns

Children cannot play and learn successfully if they are anxious or unhappy. In the event of a child not settling, the nursery may suggest that they come back when they are older or if the nursery feels that another form of childcare would be more appropriate, they will discuss the matter with parents/carers.

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