

# Woodentops Preschool

## 19- Home Visit Policy and Procedure

**Aim:** To help the child, their family and the key person to get to know more about each other prior to starting preschool.

We work in partnership with parents/carers as they are children's first and most enduring educators.

- We offer Home Visits to all children.
- Home Visits will only be made when parents/carers agree to them.
- Alternative arrangements can be made for collection of information if parents/carers do not feel a Home Visit is appropriate.
- We believe that the Home Visit makes the transition from home to Pre-school a smoother one for the child as they will have a familiar face to recognise on their first day.
- Home Visits will take place during pre-school working time and appointments will be confirmed in writing to parents/carers. Visits will last 30-45 minutes.

### **Before staff go on a Home Visit they need to do the following:**

- Ensure manager in setting is aware of where and who they are visiting
- Take a mobile phone with them

The safety of our staff is very important. Staff should not take risks and if they feel insecure, they should not go on a Home Visit.

### **At the Home Visit:**

- Staff will wear their uniform, complete with named badges
- Two members of staff will attend the Home Visit, one of which will be the child's Key Person, the other is a manager/owner
- Staff will give professional advice and information, talk about the child's Learning Journey and check that information is filled out on the "Enrolment form" and contract form
- Staff will talk about the pre-school website and inform parents/carers that they can view the pre-school policies here
- If staff are asked any questions they cannot answer, they will refer the parents/carers back to the pre-school.

### **What to take to a Home Visit:**

- The sample child's Learning Journey to show the parents/carers
- Photographs of the setting
- An activity to make with the child
- Some books to read with the child

Any feedback needs to be passed on to the rest of the staff at the next meeting. No information should be left in the staff members' car and staff are reminded about confidentiality.

This policy was reviewed on	
Signed on behalf of the preschool	
Date for review	