



Home Visit

September 2017

To be reviewed September 2020

ABERCROMBY HOME VISIT POLICY

AIMS

- To build up a warm, trusting and caring relationship with the child and their family before the child starts Nursery, to begin the process of working in partnership.
- To meet the child in their own safe environment to gain a truer picture of their uniqueness, interests and strengths. At this point families may also share about any additional needs they or their child may have.
- To ensure that the child and family have met the staff on familiar ground, which will hopefully make them feel more confident about making the transition to our school.
- To encourage families to share as much information as possible about their child, to enable staff to plan an appropriate settling in programme.
- To share information about School and Nursery routines and policies, and provide a relaxed atmosphere where families can ask questions and express concerns.
- To provide space where families can share things in private and without interruption.

PROCEDURE INCLUDING SAFETY GUIDELINES

- Home visits will never be done uninvited. Staff will have arranged a date and time well in advance of the visit. Families do not have to have a home visit if they do not wish it. They will be offered the option when they enrol their child.
- Home Visits are usually arranged for September admissions, but can be done as a one off, where children join the Nursery at different times.
- Appointments are reconfirmed by telephone the day before by the school admin staff.
- Staff attend home visits in pairs for their own security. They must leave a list of addresses where they are going with the school admin staff and leave a mobile number with the office. After each appointment is finished, one of the Nursery staff will ring in to inform the office that they are on the way to the next appointment. In this way, school admin can keep a track of where the Nursery staff are. See below for emergency procedures in case of no phone call being received.
- Staff are encouraged to have researched where the home Visits are to take place to minimise losing time through getting lost.
- Appointments are made in 30 minute slots. This allows 20-25 min to spend with the family and 5 minutes to travel to the next house.
- Where possible one of the staff should be the Key person for the child being visited.
- During the visit one adult focuses primarily on the child if this appropriate and uses a bag of carefully selected toys, to engage the child and begin to find out what interests them and how they are developing in the Prime Areas.
- The other adult shares information about Nursery using a photo album or Information booklet and gathers information about the child from the family.
- The "All about me" booklet will be used to gather key information e.g. about the child's likes and dislikes and left with the family to complete and add photos and pictures, bringing it in when their child starts.

- If the Family gives permission, a photo will be taken of the child with their family, which will be used to make a welcome display.
- The important thing is that it should be a two-way exchange of information and time to build a relationship with the family.
- It's also important that the family has time to ask questions about the Nursery and express any concerns they may have.
- CONFIDENTIALITY MUST BE RESPECTED AT ALL TIMES.

EMERGENCY PROCEDURES

- If there has been no phone call from Nursery Staff on Home Visits after 1 hour, admin staff must first attempt to contact Nursery staff on the designated mobile.
- If there is no reply on the mobile, or a panic call has been received from the Nursery Staff, admin must inform the Line Manager, usually the Headteacher
- The decision may then be made to phone the police giving as much detail as possible
- The Line Manager will remain at school, take any advice from the police and keep the police informed of any changes.