



Home Visit Policy

Aim:

To provide an opportunity for a new child and family to meet the Supervisor and key worker in their own home prior to the child starting at the setting.

The purpose of the visit is to help the child, family and key person get to know more about each other in the home environment where the child usually feels most relaxed.

The home visit is an optional service that the setting provides, not all families wish to take us up on this offer.

All staff have volunteered to provide this service for families, and the setting would not insist that staff provide the service.

Procedure:

A key person is allocated before the child starts preschool. Home visits are offered in the induction letter.

- If a parent requests a home visit, the Supervisor will contact the parent and arrange a time that is mutually convenient for the family, the key person and an additional staff member.
- A home visit will always be attended by two members of staff, usually the key person and the Supervisor. The staff will make their own way to and from the family's home, and this will take place during normal working hours, wherever possible.
- The Supervisor will use 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 key worker will probably give attention to the child during this time.
- The staff will stay together during the home visit and would not expect to be left alone with the child during the visit.
- Visits will last a maximum of 30 minutes.
- Staff will be conscious of the fact that they are guests in the family's home and will treat all families with a high level of respect and regard during the visit.
- At any time during the visit, parents / carers may ask both staff members to leave and do not have to give a reason why.
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This policy was adopted at a meeting of
Held on

Purely Pre School

(date)

This policy was reviewed on

28th August 2017

(date)

Signed on behalf of the provider

Name of signatory

Alison Turner

Role of signatory (chair/director/owner)

Supervisor – Purley Pre School