

Sunning Hill Primary School



EYFS Home Visits Policy

Prepared by: Mrs Diggle

Reviewed by: Governing Body

HOME VISITS POLICY

Rationale

At Sunning Hill Primary School we understand that starting Nursery education can be daunting for everyone involved, therefore, we want to do all we can to make the transition process from home to school as stress free and enjoyable as possible.

Our Nursery staff will work in partnership with parents/carers as they are the child's first educator and this will help ensure the best outcomes for each child. Parenting has a critical impact on children's emotional, behavioural and educational development, and their health and wellbeing. All staff respect and recognise the diverse strengths of parents/carers and the skills that they bring to parenting and the knowledge and understanding of their child. The first step of this partnership is a home visit for every family before a child starts in the Nursery. This could be for our 2 year old nursery or our 3 year old nursery. If a child is progressing from our 2 year old nursery to our 3 year old nursery it may not be necessary to complete a second home visit.

Aim of home visits

- To provide an opportunity for a new child and family to meet the Nursery teacher in their own home prior to the child starting at the setting.
- To help the child, family and Nursery teacher get to know more about each other in the home environment where the child usually feels most relaxed.

We recognise the following benefits of home visiting:

- Building of relationships with parents/carers and children.
- Links the child's learning in both the Nursery and the home.
- Encourages a greater understanding of families' culture, language and lifestyle.
- Supports the gathering of information about the child, which assists with a smoother transition into the Nursery.
- Assists parents/carers and staff to observe and gain an understanding of the child's skills and interests.

Procedure

- Parents/carers will be notified of the visit in advance and a convenient time arranged.
- Sunning Hill staff will always wear their ID badges and have a mobile phone available.
- A timetable of visits will be left with the school office staff.

HOME VISITS POLICY

- A home visit to new families will always be attended by two members of staff.
- The staff will make their own way to and way back from the family's home, and this will take place during normal working hours wherever possible.
- The Nursery staff 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. There will be paperwork completed/collected during this time, including contact details, permission slips, collection details and "All About Me" booklet. The additional staff member will take a small selection of toys and books for the child to play with whilst undertaking an initial observation of the child's stage of development.
- The session times will be discussed and confirmed.
- If not previously completed, a date and time for the child's "Stay and Play" will be confirmed.
- The staff will stay together during the home visit and would not expect to be left alone with the child 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 family's home and will treat all families with a high level of respect and regard during the visit.
- If a home visit is not possible, parents/carers will be invited to visit the Nursery at a mutually agreed time to meet the Nursery staff and to complete the relevant paperwork.
- If school-based staff are aware of special circumstances or arrangements for home visiting, these must be discussed with the Head Teacher in advance who will decide on the necessary additional arrangements required to carry out the visit.

We will work with parents/carers in an open and honest way. When gathering information we will ensure we comply with the Data Protection Act (2018), respect parent/carer confidentiality and ensure all personal information and records are kept securely.

HOME VISITS POLICY

Lone Working

This policy is designed to ensure the safety and well-being of staff members who may be required to work alone during home visit.

Staff will only complete home visits individually with known families whose children already attend our setting. This policy outlines the measures to mitigate risks associated with lone working.

Situations Requiring Lone Working

Staff may need to conduct home visits to support educational projects, parent consultations, or welfare checks.

Pre-visit considerations

1. Considering factors such as the location, time of day, and known risks. Speak to a member of SLT if you have any concerns.
2. Emergency Contacts: Ensure that lone workers have access to emergency contact numbers and that their whereabouts are known to a designated colleague at the nursery
3. Communication Plan: Sunning Hill operates a check-in and check-out system where the lone worker informs a designated colleague of their departure, expected return time, and confirms their safe return.

Reporting Incidents

Any incidents or near misses during lone working must be immediately reported to SLT on return to school.

Review and Monitoring

This policy will be reviewed annually or following any significant incidents to ensure its effectiveness and compliance with current legislation.

Acknowledgement

All staff members are required to read, understand, and adhere to this policy. By conducting home visits, staff members acknowledge their understanding and agreement to comply with this policy.