



### 3.4 Home visits

This policy was adopted at the meeting of Little Thetford Acorns Pre-school and Children's Club. Staff failure to comply with this policy may be considered serious enough to result in the induction of disciplinary procedures.

<b>Date of adoption</b>	March 2018
<b>Reviewed</b>	September 2019
<b>Signed (on behalf of the management committee)</b>	
<b>Name of signatory</b>	Kate Hilton
<b>Role of signatory</b>	Chair
<b>This policy will be reviewed</b>	Annually
<b>Date of next review</b>	September 2020

### 3.4 Home visits

#### **Safeguarding and Welfare Requirement: Information and Records**

Providers must maintain records and obtain and share information to ensure that safe and efficient management of the setting, and to ensure the needs of all children are met.

#### **Policy statement**

We carry out home visits to new starters or any of our children that attend Little Thetford Acorns if it is felt necessary and if it is possible given staffing constraints.

Home visits are carried out by the key person and the Manager, and support the child's transition and settling-in period into pre-school.

In our experience, home visits are a positive opportunity for children and their families to begin developing their relationship and partnership with Little Thetford Acorns Preschool. The children accept us into their home and enjoy sharing their toys and books with us. We complete a home visit to assist in the transition of care for both parents/ carers, as well as the children. A home visit provides a further opportunity for the children and their parents/carers to meet with staff and the child's key person, in the privacy of their own home, ensuring confidentiality is maintained in their own familiar and comfortable surroundings.

#### **Procedures**

- Two members of staff will carry out a home visit - one being the individual named key person for the child. If two members are not available then the home visit must be rescheduled.
- A Home Visit is arranged in liaison with the parents at a convenient time for them. The visit would ideally take place after the parents and child have visited the setting and soon after the child has started in pre-school.
- It is an opportunity for the key person to get to know the child and parents/carers on a more intimate level, establishing what activities they like/dislike to further facilitate their transition into preschool.
- The individual needs of the child can be established through discussion, allowing appropriate activities and facilities to be sourced, if necessary, to support the needs of the child.

- Staff are to carry a mobile phone for emergency purposes when taking part in a home visit.
- A record of all home visits is to be kept in the office diary. The child's name, the two attending staff names and the time agreed for the visit must be recorded.
- In the event of incident or confrontation at the family home, staff members must leave immediately, inform the setting and chairperson, complete an incident form and take any relevant action required.