



Harlington Village Pre-school & Wrap Around Care

Home Visits Policy

At Harlington Village Pre-school & Wrap Around Care we are committed to supporting each child to reach their full potential.

We recognise that transition can be stressful for children and parents and that some children will need more support than others to settle. We aim to be supportive and welcoming, nurturing every child's emotional and social well-being.

As part of the settling in process, each child will be offered a home visit. These visits are arranged before the child comes to their 'settling in' session at Pre-school. Successful home visits will establish a positive partnership with the family to be built upon during the child's time at Pre-school.

Purpose

- To fully support and build a partnership with parents/carers.
- To give the child/children the opportunity to meet their Key Worker and another staff member. (This would usually be the Manager or Deputy)
- To provide the opportunity for parents/carers to discuss any concerns or individual needs in a confidential environment.
- To establish a settling in process and how to best support the transition to Pre-school.
- To establish a relationship of support and trust between Pre-school and families.
- To start a base line assessment for the child, with parents/carers, before the child starts at Pre-school.
- To gain a knowledge and understanding of the child's experiences before they start at HVPS&WAC so we can enhance their experiences and opportunities
- To provide information and guidance to parents about Pre-School.

Guidelines

The visit

- Two members of staff will visit the house, one of whom will be the child's allocated Key worker. The key worker may change when they start pre-school if the child forms a bond with another member of the team.
- It will take approximately 30 mins.
- Staff will be able to discuss anything that is relevant to the child's specific needs and answer any questions that parents/carers may have.
- Pre-school will be responsive to any individual needs of the child/family.
- Staff and parents/carers will formulate a settling in plan for the child. This will be reviewed and adjusted accordingly during the settling in period.
- The Key Worker may take a photo of the child to use on the 'Key Worker tree' and front page of their book.
- The child's birth certificate and proof of address will be viewed.
- We will start the baseline assessment, asking parents some key questions about their child's development.
- We will ask some optional questions around the child's experiences from birth, at home to better support their settling and attainment at pre-school.
- Any necessary paper work can be completed, prior to the child starting.

Staff safety:

- Staff must leave a contact mobile number, times and addresses of where they are going. Mobiles should be switched on during visits.
- If, for any reason, staff feel uneasy about the home they are visiting, they must leave or not enter in the first place.
- Staff should position themselves near the exit during visits.
- If staff feel threatened, they will call 999.
- Staff must not visit alone, they will only visit in 2s.

After the visit:

- Any relevant information will be recorded in the child's journal/file.
- Any necessary information is shared within the team.
- Any concerns are reported to the Manager (Safeguarding Lead) or Deputy (SENCo) Outside agencies are contacted, if necessary, for example to support learning needs.

If a parent/carer would rather not have a home visit, the Key Worker will discuss settling in/concerns etc. with the parent on the child's visit to Pre-School.

Children with SEND or Medical Needs

We recognise that in some cases children will have complex medical needs or Special Educational Needs and Disabilities (SEND). They will require a more robust settling in plan and therefore the home visit will be extended in length to allow time for the parents/carers to explain the child's needs and offer strategies for support in the setting.

The child's allocated key worker, SENCo and the Manager will work with together with the family to create a plan which includes:

- Fully understanding and meeting the needs of the child;
- Asking the parent/carer to visit pre-school (prior to settling in) to assess the environment and how this meets the needs of the child;
- Making reasonable adjustments to the environment to support the child to access the same opportunities as all other children;
- Seeking professional training from a medical professional or Central Beds SEND team, if required.

During the settling in stage, parents are encouraged to stay and support their child for as long as is needed for the child as an individual to feel safe and welcome.

Covid-19 Appendix

During the Covid-19 Pandemic, we have had to adapt to changes in government guidance.

Due to the current guidelines, we cannot enter the homes of people we do not know and we cannot have visitors on site unless it is absolutely essential i.e. for emergencies. We may make exceptions where a child has complex needs.

Therefore, we are temporarily offering home visits via zoom. This will be carried out in the same format (2 members of staff), without direct interaction with the children.

We will be inviting parents to settle their children for short periods by using the outdoor area (if guidance at the time allows).

We will work closely with families, using a settling plan to ensure that settling in goes as smoothly as possible during this time.

This policy was updated by	Suzie Bumfrey
And adopted at a meeting of	HVPS/WAC Committee
Held on	21 st October 2020
Date to be reviewed	October 2021
Signed on behalf of HVPS & WAC	K. Pyne
Name of signatory	Katherine Pyne
Role of signatory	Chairperson