

Harlington Village Pre-school

Home Visits Policy

At Harlington Village Pre-school we are committed to support each child to reach their full potential. 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 'visit' session at Pre-school. Successful home visits will establish a positive partnership with the family to be built on during the child's time at Pre-school.

Purpose

- To fully support and build on parent partnerships.
- 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 provide information and guidance to parents about Pre-School.

Guidelines

The visit:

- Is undertaken by 2 members of staff, one of whom will be the child's Key worker.
- Will take approximately 30 mins.
- Staff will be able to discuss anything that is relevant to the child's needs and answer any questions the 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 can be viewed.
- We will start the baseline assessment, asking parents some key questions about their child.
- 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 only visit in 2s.

After the visit:

- Any relevant information will be recorded in the child's book.
- 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 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.

This policy was adopted at a meeting of
Harlington Village Pre-school and Wrap Around Care Committee

Held on	_____
	19 September 2017_____
Date to be reviewed	September 2018_____
Signed on behalf of HVPS & WAC	_____
Name of signatory	Nina Biscoe_____
Role of signatory	Chairperson_____