



Home Visit Policy

Each child attending Moulton Pre-School is assigned a key worker. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, building a settled relationship with the child and forming good relationships with their parents.

Home visits can be requested by the parent, the opportunity to meet with their key worker in their own home prior to the child starting Pre-School. The informal visit will always be attended by two members of staff; the child's key worker and a second key person (usually the setting manager.) The home visit is an optional service, and only one home visit per family is offered. Home visits provide an opportunity to establish early positive contact, see children in their own familiar environment and meet family members who are important to the child. Home visits help key workers to understand the child's interests and learning needs and form part of the child's baseline assessment. Home visits are in addition to our settling in policy provided to all children.

Home visits are offered prior to the child starting preschool and are optional. This is something that can be arranged upon enquiry where an organised date and time can be scheduled by the parent/carer.

An 'All about Me' booklet and any other relevant paperwork will be sent to the parent/carer ahead of the visit; this will need to be completed and returned to the key worker at the home visit (or on the child's first day at preschool). Staff will make their own way to and from the family's home. Home visits will take place during the first week of the autumn term; or, 1-2 weeks prior to the child's entry date (if convenient). The home visit will be used to gain information about the child, and to answer any questions the family may have.

Staff will stay together during the home visit, and at no time will they be left alone with a child. Visits will last approximately 30 minutes. A member of senior management will be aware of the location of their visit. Staff will take a mobile phone with them so they can contact the setting before and after each visit, to confirm completion of the home visit. If the home visit takes longer than planned, staff conducting the visit will make contact with Pre-School. If no contact is made within 30 minutes (from the completion of a visit), and no contact has been made from the two members of staff, a member of senior management will endeavour to make contact.

Staff must be aware they are guests in the family's home and should be respectful at all times during the visit. At any time during the visit, parents/carers may ask staff to leave and do not have to give a reason why. If staff feel they are in any danger or uncomfortable with a situation they must leave immediately; if for any reason they are unable to do this they must call 999, and make the setting aware as soon as reasonably possible.

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