

# **Growing Together Federation**

Henry Allen Nursery School

Home Visits Policy

At Henry Allen Nursery 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. We believe that these visits make the transition from home to Nursery a smoother one for the whole family.

Home Visits will **only** be made when parents/carers agree to them. A Settling in Policy is sent to all parents which outlines all our procedures. Parents are encouraged to sign this prior to a home visit being organised. Alternative arrangements can be made for the collection of information if parents/carers do not feel a Home Visit is appropriate.

Home Visits will take place during the school day, and will usually last between 30-45 minutes.

**AIM:**

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

**PROCEDURE:**

- Parents/carers will be notified of the visit in advance and a convenient time arranged.
- Henry Allen Staff staff will always wear their ID badges.
- A timetable of visits will be left with the school office staff.
- A home visit will always be attended by two members of staff.
- The staff will make their own way to and from the family's home.
- 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 may be paperwork completed during this time, including contact details and toileting care plans.
- A date and time for the child's first Nursery session will also be confirmed.
- 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 Headteacher in advance who will decide on the necessary additional arrangements required to carry out the visit.

We aim to 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.

**If at any point staff feel at risk**

- Phone the office and use the Emergency Call Script. This will alert them to call the Police immediately.

**Once back at the school setting**

- When staff return to school they need to pass on any relevant feedback to the Co-headteachers. No information should be left in the staff members' car.
- Arrangements should then be made for information gathered from the Home Visits to be shared with any other relevant staff or agencies.
- The initial information should form the starting points about the child and kept securely on site.