



HOME VISIT PROCEDURE

Policy Statement

- No child is excluded from participating at our setting, for any reason. We work in partnership with parents to ensure an inclusive holistic learning environment is provided equally to each and every individual child and their families.
- 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 the opportunity for the children and their parents/carers to meet with staff and the child's named allocated key person, in the privacy of their own home, ensuring confidentiality is maintained in their own familiar and comfortable surroundings.

Procedures

Parents/Carers

- A home visit is arranged in liaison with the parents at a convenient time for them.
- Home visits will only be carried out during pre-school hours – 9am to 3pm
- Provide the family with the following details – expected time of visit, duration of visit, what will happen, forms to be completed, birth certificate will be required.
- It is an opportunity for the key person to meet the child and their parents on a more intimate level, establishing what activities they like and dislike to further their transition to the Pre-School environment.
- Home visits allow the parents to be involved in their child's learning and development process from the early stages.

Staff

- Two members of staff carry out a home visit, one of them being the individual named key person.
- If two members of staff are not available then the visit must be rescheduled.
- A home visit is arranged in liaison with the parents at a convenient time for them.
- Home visits will only be carried out during pre-school hours – 9am to 3pm
- Provide the family with the following details – expected time of visit, duration of visit, what will happen, forms to be completed, birth certificate will be required.

- Ensure you arrive at the agreed time, if you are running late, ring to advise new time of arrival. On arrival introduce yourself by name and position at Cygnets
- Have all up to date documentation. During the home visit the staff are able to discuss with the parents all documentation which needs to be completed, policies and procedures and complete registration and all about me forms.
- It is an opportunity for the key person to meet the child and their parents on a more intimate level, establishing what activities they like and dislike to further their transition to the Pre-School environment.
- Spend time getting to know the child, talking and playing.
- Ensure the registration form and parental agreement are completed.
- Think about your own protection. Under no circumstances must you or your colleague be alone with the child. Do not go upstairs unaccompanied or go out of sight of the other adults present.
- If at any time you feel unsafe or uncomfortable or you are threatened you must explain that you need to return to the setting. Make a written record of the incident on the risk assessment form and discuss with the Manager.
- Staff are to wear their uniforms.
- Staff are to carry a mobile phone each for any emergency purposes.
- Sign off the risk assessment on completion of the visit.
- A record of all home visits are to be kept on file. You are required to call Cygnets on arrival of the visit and when leaving the visit so staff at Cygnets can log your arrival and departure times for safety purposes.
- In the event of an incident or confrontation, staff must complete an incident form and inform the Manager and Chairperson.
- Home visits allow the parents to be involved in their child's learning and development process from the early stages.

This policy was adopted at a meeting of

Held on

Date to be reviewed

Signed on behalf of the provider

Name of Signatory

Role of Signatory