**Home visit**

The aim for a home visit it to provide an opportunity for a new child and parents/carers to meet staff in their own home environment where they feel most confident and secure before the child starts Pre-School. The home visit allows parents/carers and staff to discuss the child’s interests and development prior to attending Pre-School. The family can discuss any questions they have with the staff during this time.

**Procedure**

* We will arrange a time that is mutually convenient for both the family and staff.
* Each home visit is recorded in the diary with the name and address of the family being visited, prior to the visit taking place.

 • A home visit will always be attended by two members of staff, minimum of one qualified staff member.

 • The staff will make their own way to and way back from the families’ home.

• Staff to wear Pre-School uniform and name badge as a form of identification.

* If there is any reason for staff to feel concerned about entering premises, they do not do so, for example, if a parent appears drunk.
* Members of staff carry a mobile phone when going out on a home visit.
* One member of staff uses the home visit as a means of talking to parents/cares, gaining information about the child and answering any questions the parents/carers may have. The other member of staff will probably play with the child and develop a bond during this time.
* The staff will stay together during the home visit and would not expect to be left alone with the child and/or parent/carer during the visit.

• We would not expect a home visit to last longer than 45 minutes maximum.

 • Staff will be conscious of the fact that they are guests in the parents/carers home and will treat all parents/carers with a high level of respect and regard during the visit.

**During the home visit we will:-**

 • Introduce the Early Years Foundation Stage and how we use this in our setting.

• Discuss the Pre- School routine

 • Go through the Pre- School recommended settling in routine.

• Give the parent/carer a copy of their child’s contact details sheet checking all the information is up to date and amended if necessary.

• Ask the parents/carers to complete the “All about me” documentation.

• Spend some time playing with the child.

• Give parents/carers the opportunity to ask questions and/or express any concerns.

**This policy was reviewed and amended on 18th April 2023**

**Signed on behalf of the Windmill Pre-School**

**Bryony Smith - Chair Windmill Pre-School Management Committee**

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**Claire Baker - Manager Windmill Pre-School**

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