



Home Visit Policy

Statement of intent

The purpose of a Home Visit is to help the child, their family and the key person to get to know more about each other in the home environment and to ensure that we maintain confidentiality.

Aim

We work in partnership with parents/carers as they are children's first and most enduring educators.

We offer Home Visits to all children to assist in the care for both parents/carers as well as the children. Home Visits will only be made when parents/carers agree to them. Alternative arrangements can be made for collection of information if parents/carers do not feel a Home Visit is appropriate.

We believe that the Home Visit makes the transition from home to Pre-School a smoother one for the child as they will have a familiar face to recognise on their first day.

Methods

Home Visits will take place during Pre-School working time and appointments will be confirmed in writing to parents/carers. Visits will last 15-30 minutes.

Before staff leave Pre-School to go on a Home Visit they need to do the following:

- Telephone the Pre-School after each Home Visit to log in so that Pre-School knows where they are.
- Take a mobile phone with them
- Record and inform the Pre-School where they are going.

The safety of our staff is very important. Staff should not take risks and if they feel unsafe they should not go on a Home Visit.

At the Home Visit:

- Staff will wear their uniform
- Two members of staff will attend the Home Visit, one of which will be the child's Key Person if possible.
- Staff will give professional advice and information, talk about the child's Learning Journey and check that information is filled out on the "All About Me" and registration form.
- Staff will talk about the Pre-School website and inform parents/carers that they can view the Pre-School Policies [here](#).

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- If staff are asked any questions they cannot answer, they will refer the parents/carers back to the Pre-School.

What to take to a Home Visit:

- Photograph book of the setting
- Charlie Bear
- Registration pack

When staff return to Pre-School they need to pass on any feedback to the Management Team. No information should be left in the staff members' car and staff are reminded about confidentiality.

This policy was agreed by the staff of Playhouse Pre-School Broadwater.

Adopted on 12th May 2016 and will be reviewed annually.

Reviewed on 7th November 2025 by Z. Munford