

**Parkview Nursery School**

**Home Visit Policy and Procedures**

This policy forms part of the school’s ‘Settling in’ procedures in place and will be reviewed annually in September.

**Aims/Objectives**

* To keep all staff safe when conducting visits to children’s homes.
* To ensure staff feel confident when conducting home visits.
* To ensure all home visits are consistent between different members of staff.
* To ensure the correct information is shared with all families before their child stars at nursery.

**Guidelines**

Safeguarding

The Head teacher has an up-to-date copy of the ‘Lone Working’ form for all staff.

All staff review the list of new children due to start and identify any families that are unknown or there are concerns about visiting alone.

The Head teacher will contact Stepping Stones and the Health Visitor to enquire about unknown families.

Staff to visit in pairs if there are any concerns.

All staff to have a mobile phone with them.

Staff to leave a list of where they are visiting and when, in the office, and if not returning to school after the last visit to contact school when they have finished.

If during the visit staff feel threatened or intimidated, they should leave as soon as possible and report back to school.

Any safeguarding concerns raised because of the visit should be reported to the Head teacher in the usual way.

Take on the visit.

* Admission pack (if not already completed at the open evening)
* Book bag and book (to be left with the child)
* Puzzle/toy/paper/pens.
* Photographs of nursery (where deemed appropriate for SEN purposes)

On the visit

The main purpose of the visit is to ensure a smooth transition for the child by starting to build a relationship with the child and parent and to share information in a private setting where the parent and child feel comfortable.

Be alert to any signs that the parent may need help completing the admission forms and offer help if appropriate.

**Remind the parents of the importance of the admission forms particularly the contact details, medical and allergy forms and explain that a child will be unable to stay at nursery unaccompanied unless these are completed.**

**Key Information to Share**

* Routine of the day, group time, different types of activities, woods visit etc.
* What are the child’s interests?
* Clothing – comfortable and easy to manage at the toilet, may get dirty! Safe shoes – Velcro!
* Illness – please ring in if the child is unwell and keep off (even if a child says they want to come!) If sickness or diarrhoea they must be off for 48 hours after last bout.
* Any allergies/medical issues?
* Starting times – the importance of being on time, not too early as doors do not open till 8.45 (in mornings) and 12.30 (in afternoons)
* Snack – paid half termly.
* Any toileting issues
* Who will be collecting? Parental responsibility (if unclear)
* 30-hour code (for any doing over the 15 hours) if applicable, if not explain hourly wraparound costs
* Dinner costs – invoiced half termly (if appropriate)

Agreed…………………………………………………………………………. (Chair of Governors)

Agreed:………………………………………………………………………..(Head teacher)

Dated:…………………………………………………………………………..

To be reviewed annually (autumn term)