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**Home Visiting Policy Frimley Green Pre-school**

Please read in conjunction with the Staff Personal Safety Policy, Working in partnership with parents policy, Settling Procedures, Confidentiality Policy and Child Protection Policy.

In some circumstances we may offer new starters a home visit prior to commencing at pre-school. This will be if the child will struggle to separate from parents/carer, have a specific special educational need (SEN) or where parents have requested a visit.

Home visits are at the discretion of the pre-school supervisor and are dependent upon the funding and staffing available.

A home visit will be followed up by discussion at the pre-start visit to Pre-school. A date will be set for the visit followed up by email/telephone confirmation.

A Home Visit is not compulsory.

**Health and safety considerations**

We will consider potential risks arising from home visits.

Please see **Staff Personal Safety Policy**

**If staff feel uncomfortable in the child’s home, they should leave immediately.**

* All incidents occurring during home visits should be recorded in writing as soon as possible, while events are still fresh in people’s memories.
* Staff should be aware of strategies to prevent violence and understand the potential risks involved.
* Before entering a house or flat, the family must be asked to place any uncaged animals in a separate room.

**Aim of Home Visits**

The main aims of a home visit are;

* To provide information about our service to the family and signposting them to any local information/services that may be beneficial.
* Discuss funding.
* To gather information about the child and family e.g. child’s needs, likes, dislikes and routines, completing a’ One Page Profile’ and finding base line information.
* To plan for the child’s transition into Pre-school.
* As an opportunity to begin to build positive relationships with the child and their family.
* To introduce the child’s Key person if possible.

**What will happen on a home visit.**

* A selection of toys may be taken to the home from Pre-school. This enables the child to choose whether to play with familiar or unfamiliar toys. It also gives staff members the opportunity to observe the child at play in a familiar environment.
* One staff member will play with the child, and the other staff member will talk with the child’s parents/carer, to discuss the child’s development, interests, fears, strengths, and weaknesses. Parents must understand that this is not a test.

**General information about the home visit.**

* Staff are guests who have been invited into the family’s home. The staff may ask the family for information, but the family are under no legal obligation to provide it. Families can request that staff leave at any time.
* Staff will have identification and encourage the family to check with the setting.
* Confidentiality as per the Confidentiality Policy will be maintained except where there are Safeguarding Concerns.

* If there are any safeguarding concerns, staff will follow the reporting procedures set out in the Child Protection Policy.
* Permission will be requested for information to be shared with other agencies e.g. speech and language therapy except where the staff member has safeguarding concerns.
* The family members must be clear about the next steps prior to the end of the visit.