



# **Brenchley Pre-School**

## **Home**

## **Visit Policy & Procedure**

### **Aim:**

- To provide an opportunity for a new child and family to meet the key person in their own home prior to the child starting at the setting.
- The purpose of the visit is to help the child, family and key person to get to know more about each other in the home environment where the child usually feels most relaxed.
- The home visit is an optional service that the setting provides, not all families wish to take us up on this offer, and the home visit is additional to our settling in policy provided for all children.
- All staff have volunteered to provide this service for families, the setting would not insist that the staff provide the service.

### **Procedure:**

A key person is allocated before the child starts pre-school. Home visits are offered in the induction letter.

- If a parent requests a home visit, the key person will contact the parent and arrange a time that is mutually convenient for the family, the key person and an additional staff member.
- A home visit will always be attended by two members of staff, the key person and another staff member. The staff will make their own way to and way back from the family's home, and this will take place during normal working hours wherever possible.
- The route the staff members will take will be given to the preschool together with their car registration.
- A mobile phone will be taken and the staff member phone the preschool on arrival and when they come out of their house to their car
- The key person will use the home visit as a means of talking to the family, gaining information about the child and answering any questions the family may have. The additional member will probably give attention to the child during this time.
- The staff will stay together during the home visit and would not expect to be left alone with the child during the visit.
- Visits will last a maximum of 30 minutes.
- Staff will be conscious of the fact that they are guests in the family's home and will treat all families with a high level of respect. And regard during the visit.

- At any time during the visit, parents/carers may ask both members to leave and do not have to give a reason why.

*This Policy was reviewed at a Management Meeting held on Friday 14<sup>th</sup> September 2024*

A handwritten signature in black ink, appearing to read 'Victoria Relle', is centered within a rectangular box.

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Mrs Victoria Relle - Chairman of Brenchley Pre-School Limited