

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Home Visits Policy

Policy statement

Houghton & Wyton Pre-school Playgroup believes parenting has a critical impact on children's emotional, behavioural and educational development, and their health and well being. It is our duty to work in partnership with parents to ensure positive outcomes for children and an important part of this partnership is to offer home visits to every family with a child at Pre-school.

Aim

Home visits are invaluable in helping us make positive and productive contact with parents and children. We offer every family a home visit prior to their child starting at Pre-school and we offer parents the choice of a home visit from their child's key person once their child has settled in.

Methods

- Visits are undertaken only with prior arrangement.
- Staff will wear their Pre-school uniform and their name badges and be prepared to offer proof of identification.
- Staff will, at all times, carry a mobile telephone and ensure that another member of staff is aware of the time and address of the family being visited. These details should be recorded in the Home Visits Log Sheet kept at Pre-school.
- If a member of staff at all feels concerned about conducting a home visit then they are perfectly within their rights to decide not to offer that family a home visit. Instead, it should be arranged that the family come to Pre-school and another member of staff can be present if deemed appropriate.
- If a member of staff feels uncomfortable or threatened at all during a home visit then they should leave the premises immediately. It should then be arranged that the family come to Pre-school instead and another member of staff could be present if deemed appropriate.

*This policy was adopted at a meeting of **HOUGHTON & WYTON PRE-SCHOOL PLAYGROUP***

To be reviewed as required.

Signed on behalf of the Parent Management Committee:



*Name of Signatory: **CATHY BOGACKI***

*Role of Signatory: **CHAIRPERSON***