



Home Visits

Introduction

Home visits are an important part of the settling-in process at Houghton and Wyton Pre-school. They offer an opportunity for children and their families to begin building a positive relationship with their key person in a familiar environment. This policy outlines our approach to home visits, ensuring they are safe, respectful, and supportive for all involved.

Aim

To support smooth transitions into pre-school by using home visits to develop trust and familiarity between staff, children, and families.

Objectives

We will:

- Offer home visits to all new families prior to starting pre-school
- Create a welcoming and respectful experience for each child and parent/carer
- Use visits to share and gather important information in a sensitive and confidential way
- Ensure staff safety, professionalism, and safeguarding are maintained at all times

Roles and Responsibilities

- **Key Person:** Attends the home visit and begins to build a relationship with the child and family
- **Member of Staff:** Accompanies the key person and ensures the visit is conducted safely
- **Parents/Carers:** Have the right to accept or decline a home visit and are encouraged to ask questions or raise any concerns

Home Visit Procedures

1. Arranging the Visit

- All families are offered a home visit before their child starts at pre-school
- Parents/carers can choose whether to accept or decline the visit — declining a home visit will not affect their child's place or how they are treated
- Visits are typically conducted by the child's key person and a second member of staff
- A mutually convenient time is agreed between the setting and the family

2. Purpose of the Visit

- To introduce the child to their key person in a familiar and safe environment
- To begin building a secure attachment with the child and establish trust with the family
- To gather key information about the child's likes, needs, routines, and well-being
- To share details about the pre-school day, routines, expectations, and settling-in process

3. Safety and Conduct During the Visit

- Staff must:
 - Wear uniform and wear name badges
 - Travel together
 - Remain professional at all times and follow the Staff Code of Conduct
 - Avoid entering any part of the home unless invited
- Home visits must not be conducted by a lone staff member under any circumstances
- Visits must be recorded in the **home visit log**, including date, time, attendees, and brief notes

4. If Staff Feel Unsafe or Unwell

- Staff must leave immediately and contact the Manager if they feel:
 - Unsafe in the home
 - Unwell or unable to carry out the visit professionally



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- The Manager will follow up with the family and reschedule or replace the visiting staff as appropriate

5. Safeguarding and Confidentiality

- Any safeguarding concerns observed or disclosed during the visit must be reported to the Designated Safeguarding Lead (DSL) immediately, following the Safeguarding and Child Protection Policy
- Information shared by families is treated in confidence, except where disclosure is required for safeguarding reasons

Monitoring and Review

This policy is reviewed annually by the Manager and Board of Trustees, or earlier if required by changes in guidance or concerns following a home visit.

Legislation and Guidance

- Statutory Framework for the EYFS (2023)
- Children Act 1989 & 2004
- Working Together to Safeguard Children (2018)
- Cambridgeshire and Peterborough Safeguarding Children Partnership Procedures

Acknowledgment

All staff, volunteers, and families must read and understand this policy. By doing so, they agree to uphold safe and professional practices during all home visits.