

# Reading Early Years Schools (REYS) federation Home Visiting Policy



Signed by Chair of Governors: Caroline Wharton

Signed by Executive Head teacher: Joanne Budge

Date: December 2020

Date to be reviewed: December 2023

December 2020- Next review Dec 2023

We want the transition into Nursery to be a happy one for children and their parents/carers. We believe that this can be achieved through building positive relationships between parents/carers and staff. Visiting parents and the children in their own homes, where they feel confident and comfortable, gives rise to the opportunity for sharing information and getting to know the child and their family.

Staff use the information gathered during the visit to plan for each child's needs when they start at nursery. Parents and children will have chance to meet the child's keyworker and have a familiar face when they come for their first session.

### **Aim of the policy**

We recognise that parents are their children's first and most enduring educators. Forming relationships with parents and working closely with them is crucial for each child's learning and development. We do this in many ways, but believe that home visiting establishes a relationship where the school and parents can work together to support the child's learning and development.

It is our policy to visit the children at home prior to starting in the Nursery. These visits are used to share information, provide an opportunity for parents to talk about their child, to allay fears and offer reassurance prior to the child starting, ask questions and get to know the child. It is not for judging parents and/or their parenting skills.

We believe there are many benefits including, establishing early positive contact, children seeing us in their own homes, meeting the people who are important to the child and reassuring parents and children about this important stage of nursery education.

### **Procedure**

Once a place in the Nursery school has been accepted, the parents will receive a telephone call /email offering a date for a home visit where two members of staff will be in attendance. New parents meetings are held each term and the dates are included in the diary dates.

Admission packs are sent out before the home visit and parents are asked to complete the all about me on tapestry prior to the visit (Caversham and New Bridge). Staff take the agreed admissions pack to complete with the parents and a basket of toys from the nursery photo album to share with the child.

### **During the visit**

Staff will reassure the parents that the information received will only be used to support the child in school. Some information will be shared with other staff and the Inclusion Manager on a need to know basis only, this may include the designated safeguarding officer?

We will send a text on the day of the visit to remind parents. Should a family not be at home, a post card is left asking the parents to contact us.

Obviously under Child Protection procedures, any disclosures or suspicions will be shared with the designated person on returning to school.

Staff will be professional at all times on the visits and give advice and information rather than personal opinions.

### **After the visit**

All relevant paper work will be returned to nursery. Staff will share information with the appropriate staff as required. The individual home visits will not be discussed in the staff room.

### **Making Safe Home Visits**

- 2 staff go on home visits together, one to do the paperwork and answer any questions and one to engage with the child.
- Staff always let the office know where they are visiting and the order of the visits
- If there is a change in plan the staff will let the school know.
- Staff take a mobile phone and leave the details in the school office. We call if they are not back within an hour or haven't checked in.
- Staff wear their name badges
- Staff are asked to think about their own safety and not go into a home if they feel unsure. They should ask for dogs to be put into a different room and should make sure that they are able to leave the premises quickly if needed.

### **Links to other policies:**

Data sharing policy.