

Safeguarding and Welfare Requirement: Sharing information with parents, transitions and child protection.

Home visits

Policy statement

Home visits can be invaluable in involving parents in their child's education. At Peekaboo Childcare (Torquay) Ltd we believe that parents are the first and most important educators. When parents and practitioners work together, the results have a positive impact on children's learning and development.

Each family at Peekaboo Childcare (Torquay) Ltd will be offered the opportunity to have a home visit when registering their child.

The main purpose of the Home visit is to ease the transition from home to nursery and for the keyworker and child to begin to build a relationship. It is also an opportunity for parents to develop links with the nursery and become involved in their child's care and education.

Home visits may also be made for a variety of other reasons:

- To model positive interactions and or support parents with certain aspects of their child's behaviour at home and to help plan strategies to manage those behaviours.
- To inform parents of their child's progress and ways of supporting the child's learning at home.
- For sensitive and confidential reasons such as child protection issue

Before The Visit

- Information on the benefits of home visits and an outline of what parents can expect during a visit should be given in writing and or explained to the family.
- A convenient time and place should be agreed upon. If a parent is unwilling to meet in their home, an alternative location ie: nursery / library is acceptable.
- Staff must be familiar with this policy and procedure, issues of safeguarding and confidentiality.
- All home visits must be authorised by the Manager.
- Two staff members must attend the visit. Under no circumstances can a home visit be completed by a staff member on their own. These staff members must be CRB cleared and should include 1 member of management and the child's new keyworker. At least 1 staff member must have had experience and or have training in conducting home visits.
- The purpose of the Home visit must be clear to the staff and roles clarified.

Collect any relevant documentation, forms and resources including:

Registration form

All about me form with photographs added for identification purposes

Red book with 2 year old developmental check information

A toy / game or book to play with the child

Phone number of family in case of running late or lost.

Identification

Ensure staff are well informed about the family ie: language spoken at home and religion and be sensitive to this.

Ensure the visit is logged in the Nursery Diary. This entry should include :

- The date , time and place of visit.
- The phone number of the place of visit. Who is attending the visit.
- Estimated time of return.
- Ensure at least 1 staff member takes a mobile phone on the visit and are aware of the password to text or phone if in any danger or feeling uncomfortable.

It is the responsibility of the manager to ensure all staff are aware of the password and that staff on the visit have the nursery phone number and emergency services numbers.

Staff should be friendly, relaxed and be prepared to be adaptable and flexible.

During The Visit

- Staff should introduce themselves and show identification if necessary, and again explain the purpose of the visit.
- Staff should be professional at all times and not gossip about the nursery or other staff or families.
- If staff do not know the answer to a question say that you will refer back to the nursery for further information, or refer parents directly to another agency.
- Discuss and complete all forms with the parents. This could be done while the Keyworker is playing with the child. Assist the parents in completing the forms. It may be necessary to arrange an interpreter and therefore forms may need to be completed at a later date, however all enrolment forms must be completed before the child starts.

- The key worker should spend time with the child and try to get to know the child's likes or dislikes. If the child wishes to take the staff member to another part of the house, you should check with the parents first.
- Take a photo of the child in their home. This will be displayed at the nursery when the child starts to provide a home / nursery link and point of conversation. Always ask parents permission before taking any photos.
- Do not accept any alcohol or cigarettes offered by the parents.
- Do not stay too long and keep to the purpose of the visit.
- If you feel concerned about the safety of a home ie: dangerous animals, evidence of drugs and alcohol, unwelcome visitors, you should not enter the home, or terminate the visit immediately. Staff should phone the nursery with their password if they require help or are in danger or call the Police.

After The Visit

- Report back to the nursery. Do not go anywhere else unless you have permission from you manager. If you are due to finish your shift after the home visit you should call the nursery to inform them the visit has finished.
- Do not discuss individual home visits with staff who are not involved with those particular children. Be professional and do not gossip.
- Disclose any concerns or safeguarding issues to the Manager.
- Fill out and complete a home visit form and give to the Manager. This should be placed in the child's confidential file in a locked cabinet.

Legal framework

Early Years Foundation Stage Statutory Guidance 2015

This policy was adopted by	Peekaboo Childcare (Torquay) Ltd	<i>(name of provider)</i>
On	11/1/21	<i>(date)</i>
Date to be reviewed	11/1/22	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Alexandra Morton	
Role of signatory (e.g. chair, director or owner)	Director	