

Hemingford Grey Playgroup

Home Visits Policy and Procedures

November 2018

Home Visits Policy and Procedures

This policy has been written in order to promote the welfare requirements of the children in our care, in line with the Statutory Framework for the Early Years Foundation Stage.

In conjunction with the Settling In Policy we will offer parents/carers the opportunity to have a home visit. This will be an opportunity for the child's key person and another member of the team to visit the child in their own environment where they feel most confident and secure.

It is really important that the key person develops a rapport with both the child and parent/carer to ensure effective two way communication.

Rationale

- We believe that our first encounter with parents and children is crucial in helping to form a positive partnership between home, Playgroup and school.
 - Parents/carers have valuable knowledge about their child, which will help staff to provide appropriate experiences for them at Playgroup.
- Home visits provide a forum for such knowledge to be shared in an informal way.

Aim

- To provide an opportunity for a new child and family to meet staff in their own home before the child starts Playgroup.

Purpose

- To help the child, family and staff get to know more about each other in the home environment where the child feels most relaxed.
- To gather information and knowledge about the child and their individual care needs
- To encourage parents to ask questions in an informal way
- To begin to build a relationship with the child and parent/carer

- The home visit is an optional service that playgroup provides, not all families wish to take up this offer, and the home visit is additional to our settling in procedure provided for all children.

Procedure

- We will arrange a time that is mutually convenient for both the family and staff
- A home visit will always be attended by two members of staff. The staff will make their own way to and way back from the families' home and this will take place during normal working hours, any time during the term.
- Staff will introduce themselves, show identification and explain the purpose of the visit
- One member of staff uses 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 other member of staff will probably play with the child and take notes during this time
- The staff will stay together during the home visit and would not expect to be left alone with the child and/or parent/carer during the visit
- We would not expect a home visit to last longer than 30 minutes maximum
- Staff will be conscious of the fact that they are guests in the families' home and will treat all families with a high level of respect and regard during the visit
- Staff will wear their Playgroup uniform 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 Playgroup.
- 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 Playgroup 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 Playgroup instead and another member of staff could be present if deemed appropriate.


During the home visit we will:-

- Introduce the Early Years Foundation Stage and how we use this in our Playgroup
- Discuss the playgroups routine and what opportunities are offered
- Gain further information about the child by completing a "This is Me" document
- Give the parent/carer a copy of their child's Contact Details Sheet checking all the information is up to date and whether anything needs to be amended
- Spend some time playing with the child, and if appropriate take a book bag for the children to bring with them on their first day at playgroup.,
- Give parents/carers the opportunity to ask questions and/or express any concerns

This policy was implemented at a meeting of Hemingford Grey Playgroup Management Committee, held on 19th November 2018.

Signed by the chairperson, on behalf of the Committee:

LAURA HOWELL..... (Chairperson's name - block capitals)

..... (Chairperson's signature)

19/11/18 (date)

