



## Home Visiting Policy

At Windsor Kindergarten we actively promote and encourage families to have a home visit prior to their child starting at nursery. Parents and the team have found home visiting very successful and helpful, but if families do not want a home visit we respect their right to refuse it.

### Aims of Home Visiting

The purpose of the visit is for you and your child to meet your key person in the security of your own home. This early meeting helps to establish relationships with the parents, child and key person, that are beneficial. We believe that meeting you at home helps children to form a trusting relationship with their key person before starting nursery which will help the settling in process and ease the transition from home to nursery.

Before the home visit takes place, families will have received our comprehensive Starter Pack so the visit will also allow you time and the opportunity to raise any questions. We are very keen to work together in an active partnership to achieve the best outcome for your child during their time with us.

### What Happens During a Home visit?

- The team members will introduce themselves, and have their Windsor Kindergarten identification available.
- One of the adults will work their way through a 'tick list', asking questions and gathering information.
- We will talk to you and your child, and who is eligible to collect your child at home time. We will ask you to bring the 'Getting to Know You' form on your first visit.
- A team member will ask if there are any questions arising from the Starter Pack. If they are unable to answer immediately, the team member will find out the information and contact you as soon as possible.
- The team members will check the Birth Certificate or similar document to confirm your child's date of birth, and collect the permission form, signed and dated.
- If English is not your first language you may want a friend or family member to act as an interpreter. If your child will be brought to nursery or collected by a child minder or nanny it would be helpful to meet them on the visit too, if possible.
- We will reassure parents that anything discussed will be treated with the utmost sensitivity and discretion.
- The visit will last up to about 30 minutes. Parents will be informed of this when appointments are made.



## Safety Matters

- Home visits will be undertaken by the child's Key person and another member of the team. Under no circumstances should a team member go on their own.
- Write the details of the home visit, i.e. address, child's name in the school diary.
- ALWAYS make sure the Manager/Deputy manager knows where you are going and your itinerary. If for any reason you are running late, call the school number.
- Always carry your Windsor Kindergarten identification.
- Ensure that you have a mobile phone on the home visit, and make sure that the Manager/Deputy Manager has the number before you leave.
- Think about your own safety. If you feel uncomfortable on a home visit, leave.

This policy was adapted by -

The Director, Managers and Team of Windsor Kindergarten

Date -

February 2017

Date to be reviewed -

February 2018

Name of signatory -

Tanya Webber