



Grove Vale Primary School

HOME VISIT POLICY

EARLY YEARS FOUNDATION STAGE 2021

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STATUTORY FRAMEWORK for the EARLY YEARS FOUNDATION STAGE Setting the standards for learning, development and care for children from birth to five (Sept 2014)

Overarching Principles

Four guiding principles should shape practice in early years settings. These are:

- Every child is a unique child who is constantly learning and can be resilient, capable, confident and self assured;
- Children learn to be strong and independent through positive relationships;
- Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners
- Children develop and learn in different ways and at different rates. The framework covers the education and care of all children in early years provision, including children with special educational needs.

At Grove Vale Primary School we understand that starting school can be daunting for everyone involved, so with this in mind, we want to do all we can to make the process as stress free and enjoyable for all of our families and their children.

Our School will work in partnership with parents. As parents are a child's first educator, this will help ensure the very best outcomes for the children. The first step of this partnership is a home visit for every family before a child starts in Reception. We believe that this enables parents and children to meet members of the staff in the place where they feel most at ease, in the home environment.

Purposes

1. Visit each home to share information and knowledge
2. Complete relevant and important documents
3. Encourage parents to ask questions
4. Build up relationships between home and school / parent, child & staff

Two members of the Foundation Stage Team will carry out the visits. Parents will be notified of the visit in advance and a time given. Staff will wear their ID badges and ensure they have access to a mobile phone.

A visit is planned to last approximately 30 minutes

A timetable of arranged visits will be left in the School office.

One member of staff will take a small selection of toys or books for the child to choose from and will play with the child during the home visit while the other member of staff completes any necessary paperwork, checks the birth certificate and completes the questionnaire. The next part of the settling in process at School will also be explained.

The following safe working practice should be read when planning home visits to ensure that staff and families are kept safe.

Key Questions/ Discussion Points

- Previous setting experience?
- Family in school?
- Medical needs
- Dietary requirements
- Allergies
- Emergency contacts
- Health visitor input / GP input / speech & language input
- Consent to photographs / website / internet / Home school agreement
- EAL survey

MONITORING AND REVIEW

It is the responsibility of the EYFS staff to follow this policy. The Senior Leadership Team will carry out monitoring on the EYFS as part of the whole school monitoring system. This policy will be reviewed before the start of each academic year and will evolve to incorporate the views of all staff concerned

Review date: July 2022

Senior member of staff responsible: A Connop (Headteacher)

Designated member of staff: J.Gill/V.Beech (Foundation stage manager)

Code of Conduct Extract to support safe, professional home visits

Safe Working Practices for Home Visits

All work with pupils and parents should be undertaken in School or other recognized workplace. However, on occasions, in response to urgent or specific situations it is necessary to make one-off or regular home visits.

In these circumstances it is essential that appropriate policies and related risk assessments are in place to safeguard pupils and the adults who work with them.

A risk assessment must include evaluations of any known factors regarding a child/young person, parents/others living in the household. Risk factors such as hostility, child protection concerns, complaints or grievances can make adults more vulnerable to an allegation. Specific consideration must be given to visits outside of 'office hours' or in remote/secluded locations. Following an assessment, appropriate risk management measures must be in place before visits are agreed. If little or no information is available, visits must not be made alone.

If a programme of work is undertaken in the home, a suitable work space should be provided and agreement that the parent/other suitable adult will remain in the home throughout the session. A written work plan, contract should be agreed with, and take into account preferences of, pupil/parent and include: duration of sessions; clear objectives; content; timing; ground rules; child protection and confidentiality statements.

Where the situation is such that changes in agreed work arrangements are required, a quick assessment will be necessary to determine if the session can continue. SMT should then be informed as soon as is practically possible. Emergency situations should be reported to the police or social care and to the Head Teacher/parent as appropriate.

Adults must:

- Agree the purpose for any home visit with SMT, unless this is an acknowledged and integral part of their role e.g. home tutors
- Adhere to agreed risk management strategies
- Always make detailed records including times of arrival and departure and work undertaken by completing the Home Visit Record (see Appendix 1)
- Ensure any behaviour or situation which gives rise to concern is discussed with their manager and, where appropriate action is taken
- Never make a home visit outside agreed working arrangements

School should ensure that:

- They have home visit and lone-working policies of which all adults are made aware. These should include arrangements for risk assessment and management
- All visits are justified, agreed with the Head Teacher or Deputy Head Teacher and recorded with the office, indicating time of arrival and departure.
- Adults are not exposed to unacceptable risk
- Adults have access to a mobile telephone and an emergency contact person who should in the first instance be their line manager. The adult should be made aware of the 'safe word' that is to be made said over the telephone.

Information leaflet for Parents and Carers

Please take care of Grove Vale Primary School Staff. Thank you.

Important information for people receiving home visits

Please consider the needs of our staff and provide them with a smoke free environment.

Second-hand smoke, or passive smoking as it's sometimes called, has been found by the Government Scientific Committee on Tobacco and Health to be detrimental to people's health. It can cause heart disease, stroke and lung cancer in adults. Being exposed to second-hand smoke even for a short time can cause eye irritation, headache, cough, sore throat, dizziness and nausea.

Employers have a duty in common law to take reasonable care to protect the health of employees. The Council is required by law to ensure that employees and others are not put at risk.

We therefore ask if you would do everything possible to provide a smoke free environment when our staff visit you in your home.

Our Policy:

We ask our staff to assess whether any environment they enter is safe for them to provide their services. We will support staff to leave an environment they deem to be unsafe. If necessary, you will be offered alternative service option

Our undertaking to you:

All routine visits will be pre-booked and you will be given a time for the visit. If the staff member is delayed, you will be contacted as soon as possible.

Thank You

Appendix 1

Home Visit Record

Staff in attendance:

Date:

Time of Arrival:

Time of Departure:

Notes of Work Undertaken:

- 1 member of staff plays with the child - getting to know each other. Ask chn to count objects, recognise/write numbers. Ask chn to write their name. Ask chn what they like to play with.
- 1 member of staff to talk to parent/carer. Discuss and complete paperwork listed in the Home visit guidance.
 - Complete language survey
 - Complete questionnaire with parent
 - Check birth certificate
 - Hand over Home Visit pack. Discuss which forms need to be returned to school.
 - Discuss Stay and Play sessions/ Parents Information meeting

Additional Activities undertaken: