



Grove Vale Primary **School**

HOME VISIT **POLICY**

**EARLY YEARS FOUNDATION STAGE updated June
2026**

EYFS HOME VISIT POLICY & SAFE WORKING PRACTICES

Senior Member of Staff Responsible: Headteacher Mrs A Connop

Designated Member of Staff: EYFS Lead / Nursery Teacher

Review Date: June 2026 (Reviewed annually before the start of each academic year)

1. STATUTORY FRAMEWORK & STATEMENT OF INTENT

At Grove Vale Primary School, we understand that starting nursery can be daunting for everyone involved. We aim to make this process as stress-free and enjoyable as possible for all our families and their children.

This policy is shaped by the four overarching principles of the current **Statutory Framework for the Early Years Foundation Stage (EYFS)**:

- **A Unique Child:** Every child is a unique learner who can be resilient, capable, confident, and self-assured.
- **Positive Relationships:** Children learn to be strong and independent through positive relationships.
- **Enabling Environments:** Children learn and develop well in enabling environments where experiences respond to their individual needs, supported by a strong partnership between practitioners and parents.
- **Learning and Development:** Children develop and learn in different ways and at different rates.

As parents are a child's first educator, working in partnership ensures the best possible outcomes. The first step of this partnership is a home visit for families before a child starts in our mainstream nursery setting. This enables parents and children to meet staff in the place where they feel most at ease—their own home environment.

2. CORE PURPOSES

1. To visit the home to share vital information, knowledge, and ease the nursery transition.
 2. To complete relevant and important school admission documents.
 3. To provide a comfortable, private space for parents to ask questions.
 4. To build immediate, positive relationships between home, school, parents, and practitioners.
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3. STRUCTURE AND OPERATIONAL RULES

- **The Two-Staff Rule:** Two members of the Early Years team will always carry out home visits. Staff must never conduct a home visit alone.
- **Scheduling:** Parents will be notified of the visit window in advance via an official school invitation.
- **Duration:** A standard home visit is planned to last a maximum of **20 to 30 minutes**.
- **The 10-Minute Rule:** Staff carry a tight schedule across the school. If a family does not answer the door, staff will wait a maximum of 10 minutes before leaving an calling-card and moving to the next appointment.
- **Division of Roles:** One member of staff will bring a small selection of school toys or books to interact with the child. The second member of staff will sit with the parent/carer to verify the birth certificate, complete paperwork, and discuss key transition information.

Key Discussion Points & Data Collection:

- Previous setting or childminder experience.
 - Family links or siblings currently attending Grove Vale Primary.
 - Medical needs, allergies, and dietary requirements.
 - Emergency contact details.
 - External agency involvement (Health Visitor, GP, Speech & Language, Social Care).
 - Consents (Photographs, school website, internet usage, and the Home-School Agreement).
 - English as an Additional Language (EAL) survey details.
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4. SAFE WORKING PRACTICES & CODE OF CONDUCT

School Accountability & Office Protocols

- **Official Identification:** Staff must wear their official Grove Vale photo ID badges visibly at all times.
- **Itinerary Logging:** A precise timetable of arranged visits (including addresses, contact numbers, and car registrations) must be left with the school office before departure.
- **Log-in / Log-out:** Staff must carry fully charged mobile phones and text or call the school office immediately upon entering and leaving each home.
- **The Safe Word:** Staff must agree on a discreet "safe word" or phrase with each other and the school office. If this word is used during a phone check-in, the office will instantly contact emergency services.

Doorstep & Environmental Expectations

- **Smoke-Free Environment:** In line with local health authority policies, parents are required to provide a smoke-free environment. No smoking or vaping should take place in the home for at least one hour prior to or during the visit.
- **Pet Management:** Parents must securely contain all household pets (dogs, cats, etc.) in a separate room for the duration of the staff visit.

- **Physical Boundaries:** Visits must be conducted entirely within the main communal living area of the home. Staff must never go upstairs or enter a child's bedroom.
- **Hospitality:** Staff must politely decline any food, drink, or personal gifts to maintain professional boundaries.

Dynamic Risk Assessment & Aborting a Visit

A risk assessment evaluating any known factors regarding the child, parents, or others living in the household (such as active child protection concerns, historical hostility, or complaints) must be completed before the visit window opens.

Staff are empowered and fully backed by the Senior Leadership Team to perform a **dynamic risk assessment** on the doorstep and throughout the visit. Staff must terminate and leave the premises immediately if:

- They encounter hostility, aggression, or threatening language.
- They suspect an adult in the home is under the influence of drugs or alcohol.
- They encounter an environment they deem physically unsafe or hazardous.

Emergency Protocol: Any behaviour or situation giving rise to serious concern must be discussed with the Designated Safeguarding Lead (DSL) immediately upon return. Serious safeguarding disclosures or signs of severe neglect must be logged onto **CPOMS** without delay. Emergency situations must be reported to the police or social care instantly.

APPENDIX A: PARENT INVITATION LETTER

Dear Parent / Carer,

Welcome to Grove Vale Primary School Nursery – Home Visit Arrangements

We are delighted to welcome your child to our school nursery. To help your child settle in quickly and to build a strong partnership with you, we offer home visits to all new families before their official start date.

What is a home visit?

Two members of our nursery team will visit you and your child at home for approximately 20 to 30 minutes. It is a wonderful, relaxed opportunity for your child to meet their new teachers in a familiar environment. One staff member will play or read a book with your child, while the other will sit with you to confirm important medical, dietary, and contact details.

Your Scheduled Slot:

- **Date of Visit:** [Insert Date]
- **Estimated Time Window:** [Insert Time, e.g., 9:30 am – 10:15 am]

Important Health & Safety Guidelines:

To protect the health and safety of our visiting school staff, we kindly ask you to ensure the following:

1. **A Smoke-Free Environment:** Please ensure no one smokes or vapes in the house for at least one hour before and during our visit. Second-hand smoke poses a documented health risk to our employees.
2. **Pets:** Please ensure all household pets are kept securely in another room before staff arrive.
3. **Identification:** Our staff will always wear official school photo ID badges. Please check these before letting them into your home.
4. **Punctuality:** Staff have a tight schedule across the community. If you are not home when they arrive, they can only wait for 10 minutes before moving to the next family.

Confirming your appointment:

Home visits are entirely optional. If you prefer not to have a home visit, we are happy to arrange an identical transition meeting for you and your child inside the school nursery building instead.

Please complete and return the slip below to the school office by **[Insert Date]** to confirm your preference.

Warm regards,

The EYFS Team

Grove Vale Primary School

Reply Slip – Please return to the School Office

Child's Name: _____

Parent/Carer Name: _____

- **YES**, I accept the nursery home visit slot. I agree to provide a smoke-free and pet-free environment for staff.
- **NO**, I decline the home visit. Please contact me to arrange an alternative transition meeting at the school.

Signed: _____ Date: _____

APPENDIX B: STAFF PRE-VISIT CHECKLIST

Planning & Office Routine	Completed? (Y/N)
Are at least two members of school staff attending this visit together?	
Is a copy of the exact route, addresses, and phone numbers left with the school office?	
Have you confirmed your mobile phone is fully charged and tracking/location is active?	
Have you cross-referenced the visit list with CPOMS for any pre-existing household safety risks?	
Are official school photo ID badges worn and clearly visible?	
Have you and your partner agreed upon your emergency "safe word" for the day?	
Doorstep & Dynamic Safety Routine (Review at each house)	Pass / Abort
Approach: Is the path and entry area clear and safe to approach?	
Host State: Do the adults opening the door appear calm, welcoming, and sober?	
Environment: Is the home free of active smoke/vaping fumes and are pets securely put away?	
<i>Action if any item above fails: Do not enter the home. Politely decline the visit and return to school.</i>	

APPENDIX C- Grove Vale Primary School – Mainstream Nursery Home Visits Risk Assessment

Hazard	Who might be harmed and how?	Existing Controls (What you are already doing)	Further Action Required / Monitoring
Lone working / Isolation / Physical assault	Nursery staff traveling to unfamiliar environments; risk of physical harm or verbal abuse.	• The Two-Staff Rule is strictly mandatory. • Full itinerary and car details left with the school office. • Mandatory text log-in/out at every doorstep. • Pre-agreed school "Safe Word" active.	• Office staff must escalate to the Headteacher if a check-in is missed by 15 minutes. • Staff must carry a school mobile phone.
Aggressive pets / Animal bites	Staff entering homes where unrestrained dogs or cats may attack or bite.	• Parent letter explicitly states all pets must be locked in a separate room before arrival. • Staff will not enter the home if an animal is loose at the doorway.	• Nursery team to note any households with large/aggressive pets on CPOMS for future school years.
Passive smoking / Air quality hazards	Staff exposed to second-hand smoke or heavy vaping fumes causing respiratory distress.	• Clear smoke-free mandate included in the parental agreement. • Staff authorised to terminate the visit instantly if the environment is heavily smoke-filled.	• Alternative school-based meetings offered immediately to families who cannot comply.
Slips, trips, and falls (Internal/External)	Staff navigating cluttered paths, uneven steps, or unsafe hoarder conditions inside a home.	• Visits are strictly restricted to the main, ground-floor communal living area. • Staff must never go upstairs or into bedrooms. • Staff must wear appropriate, flat footwear.	• If a property is visibly structurally unsafe or unhygienic on approach, staff must abort the visit.
Vehicle accidents / Travel hazards	Staff driving between multiple homes across Sandwell in a short timeframe.	• Staff must use a roadworthy vehicle with valid business insurance. • Clear geographical limits/radius set for visits. • Scheduled windows	• Visits must be cancelled or rescheduled during extreme weather events (e.g., severe ice/snow).

		include realistic travel buffers.
Allegations against staff members	Staff accused of misconduct or unprofessional behaviour while inside a private residence.	• Staff always work in pairs (cross-witnessing). • Professional boundaries maintained: no eating, drinking, or accepting personal gifts. • Clear record of arrival and departure times kept. • Any unusual incident or parental complaint must be reported to the Headteacher immediately on return.
