



**HILLSBOROUGH**  
NURSERY & PRIMARY SCHOOL

# Home Visits Policy

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**Believe. Belong. Become.**



**HILLSBOROUGH**  
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At Hillsborough Primary School, we believe that starting in the Foundation Stage 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 as possible for families and their children.

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

Two members of the Hillsborough Foundation Stage Team, one being the teacher will carry out the visits. Parents will be notified of the visit in advance and a convenient time arranged. Hillsborough staff will wear their ID badges and take a mobile phone; this number will be left in the School office. A timetable of visits will be left in the Foundation Stage office and the School office.

The member of the team 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 and answers any queries.

The times of the day or session times will be discussed and confirmed as far as possible including any extended hours. A date and time for the child's first visit to nursery will also be given. In the case of the child starting school pre-arranged visits will have already taken place.

If a home visit is not possible, parents/carers will be invited to visit Nursery at a mutually agreed time to meet the child's teacher and to complete the relevant paperwork.

If School based staff are aware of special circumstances or arrangements for home visiting, these must be discussed with the Headteacher in advance who will decide on the necessary additional arrangements required to carry out the visit.

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

## Safe Working Practices for Home Visits

### Adults must:

- Agree the purpose for any home visit with SLT, unless this is an acknowledged and integral part of their role e.g. Foundation Team
- Adhere to agreed risk management strategies
- 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
- **NEVER** make home visits alone.

### 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 Headteacher 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 is their line manager.

