**4.2 Home Visit Policy**

**Aim:** To provide an opportunity for a new child and family to meet the key person in their own home prior to the child starting at the setting. The purpose of the visit is to help the child, family and key person get to know more about each other in the child’s home environment where the child feels most relaxed.

**Procedure**

* We ask parents if they mind us carrying out a home visit, and arrange a time that is mutually convenient for both parties.
* A home visit will always be attended by two members of staff - the key person and another member of staff. The staff will make their own way to and from the family’s home, and this will take place during normal working hours.
* The aim of the home visit is to talk to the family, gain information about the child and answer any questions the families may have.
* During the home visit we will begin to build relationships with the children by playing with the child with their toys from home.
* The staff will ensure that they stay together during the home visit and where possible not be left alone.
* Staff will ensure they treat all families and their homes with a high level of respect and regard during the visit.

**Policy adopted at A Woolston preschool meeting in June 2011**

Reviewed annually, last reviewed: November 2023

**Role on committee: Chair**

Signed by

Date

Name of Signatory:

**Woolston Preschool manager**

Name Gemma Woodward

Date

Signature