

Grass Roots Nursery Group: Home Visit Policy

Purpose:

To establish a positive relationship between parents/carers and nursery staff, and to help children transition smoothly into the nursery environment.

Key Points:

- **Optional Service:** Home visits are an optional service offered to parents/carers.
- **Benefits:** Home visits can help children feel more comfortable and confident starting nursery, and allow parents/carers to discuss their child's needs and preferences.
- **Procedure:**
 - A key person is assigned to each child before they start nursery.
 - Home visits are offered and scheduled at a convenient time for parents/carers.
 - Staff will meet with parents/carers and their child in their home.
 - The visit will focus on getting to know each other and discussing the child's interests and needs.
 - Staff will complete an observation and gather information to inform their planning.
 - A follow-up meeting will be arranged to discuss the visit and any concerns or questions.

Additional Information:

- **Safety:** Staff will prioritise safety during home visits and follow appropriate procedures.
- **Communication:** We will maintain open communication with parents/carers throughout the process.
- **Flexibility:** The procedure may be adapted to accommodate individual circumstances or preferences.
- **Review:** This policy will be reviewed annually to ensure it remains effective.

By offering home visits, we aim to provide a supportive and welcoming transition for children and their families.

Procedure for Home Visits

Purpose:

This procedure outlines the steps to be followed when conducting home visits for new children and their families at Grass Roots Nursery Group.

Scope:

This procedure applies to all staff members involved in home visits.

Procedure:

1. Scheduling:

- The key person assigned to the child will offer a home visit to parents/carers.
- The visit will be scheduled at a mutually convenient time, taking into account the family's availability and the nursery's schedule.

2. Preparation:

- Staff members conducting the home visit will prepare by reviewing the child's registration information and gathering relevant documents.
- They will also prepare a selection of toys from the child's new nursery room.

3. Conducting the Visit:

- Staff members will introduce themselves and explain the purpose of the visit.
- They will engage in conversation with parents/carers, discussing the child's interests, needs, and any concerns or questions they may have.
- Staff will interact with the child, playing with the toys and observing their behavior.
- The staff will complete an observation and gather information to inform their planning.

4. Follow-Up:

- After the visit, staff will document their observations and any important information gathered.
- They will schedule a follow-up meeting with parents/carers to discuss the visit and answer any questions.
- The key person will continue to support the child's transition to nursery, building on the relationship established during the home visit.

Additional Considerations:

- **Safety:** Staff members will prioritise safety during home visits and ensure that they are aware of the family's address and any specific safety concerns.
- **Confidentiality:** All information gathered during home visits will be treated with confidentiality.
- **Flexibility:** The procedure may be adapted to accommodate individual circumstances or preferences.

By following this procedure, Grass Roots Nursery Group will ensure that home visits are conducted effectively and contribute to a positive transition experience for children and their families.