



Yeadon Westfield Infant School

POLICY 2023 Review 2026

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, governors and volunteers to share this commitment. This policy should be read in conjunction with all other school policies.

Rationale

We believe that our first encounter with parents and children is crucial in helping to form a positive partnership between home and school. Before coming to school, parents/carers are their child's first teacher. Parents/carers have valuable knowledge about their child which will help staff to provide appropriate experiences for them at school. Home visits provide a forum for such knowledge to be shared in an informal way.

Purposes

1. Ensure that children are admitted to Nursery and Reception classes following LA and school procedures.
2. Visit each child's home to share information and knowledge.
3. Encourage parents to ask questions in an informal way.
4. Begin to build up a relationship with child and parent/carer.

Guidelines/procedures

1. Pre-visits

- Visits are organised in location areas.
- Dates are set by Head teacher for home visits to be carried out.
- Dates are given to parents at Reception/Nursery Open Evenings in June.

2. The Visit

- Staff are required to carry out visits in pairs. At least one of the pair should be a member of Nursery or Reception staff (as far as possible).
- A copy of the daily visiting schedule should be left with the Office.

- Each visit should last approximately 10 minutes for Reception and 20 minutes for Nursery
- An emergency telephone number should be left with office staff
- A fully charged phone should be taken for communication.
- Staff should take a question sheet and a bag of toys
- Staff should take a contact list for parents on visits

3. Carrying out the Visits

One member of staff to complete relevant information whilst other talks and plays with the child.

We need to:

- Complete record form
- Show child their coat peg and tray label
- Ask if parents have any concerns about the child starting school?
- Encourage parents to ask any questions.
- Confirm start date and time and classroom location

4. Return to School

Staff to check that all information is correct and that any areas of concern are highlighted.

Use sheet to aid base-line assessment and as a starting point in the learning journey.

5. Staff safety during home visits

- The school staff are to remember that they **are guests** who have been invited into the family's home.
- School staff should make sure they have **appropriate identification** and encourage the family to check it properly, particularly if they haven't met you before.
- Before staff enter the house or flat, ask the family to put any **uncaged animals** in a separate room.
- If the parent doesn't mind, ask that the TV is turned off so that talk can be uninterrupted. Ask that family members do not smoke during the visit.
- **Maintain professional boundaries** in your relationship with the family
- Consider **confidentiality** at all times. Do not **chat about other families** that the family is in contact with. Do not **discuss anything in front of other family members** without checking beforehand or privately that it is ok to do so.

Home Visits by other staff

The school has a duty of care for the health, safety, security and well-being of all pupils and staff who work with them. All work with parents and children should wherever possible be undertaken in school or another recognised workplace. There are however occasions in response to urgent or specific situations where it is necessary to make one-off or regular home visits.

Before a home visit a risk assessment needs to be made. This risk assessment should include an evaluation of any known factors regarding the child, parents and 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 should be given to visits outside of 'office hours' or in remote or secluded locations. Following an assessment, appropriate risk management measures should be in place before visits are agreed.