

## Maple Grove Community Group

### Policy for Home Visits

We believe that our first meeting with parents and children is crucial in helping to form a positive partnership between home and pre-school. Parents and carers have valuable knowledge about the child which will help staff to understand the child's personality and interests from the start. A short home visit will provide an informal way for information to be shared and answer any questions from parents.

ALL children must have the relevant paperwork completed before they can start sessions.

Whilst your child attends MGCG, home visits can take place at any time during the academic year. We carry these out for a variety of different reasons, such as; settling in, observational purposes, development or welfare. The same policy applies for a further home visit.

#### Purpose

- Begin to build up a positive relationship with the child and family.
- Ensure children and families follow Maple Grove Community Group's policies, procedures and ethos.
- To visit every child in their own home, to share information and knowledge and complete relevant paperwork.
- Encourage parents to ask questions in an informal manner and to complete a starting point.

#### Stay and play session

- The family will receive a date for a stay and play session before the home visit – where the child and parent can become familiar with room and other staff members. (No siblings)

#### Pre Home visit

- In-line with the admission policy, all children's sessions and wrap around (where applicable) have been agreed, between the Group Manager and the parents.
- Letters confirming sessions and expectations of their home visits have been issued.

#### The Home Visit

- Staff will carry out the visit in pairs.
- All staff will be wearing photo identification badges and have access to a mobile phone with the number of the Setting and the Police stored in it. This will be the staffs own mobile phone but should be used for work purposes only.
- Staff will take with them: a bag of resources to play with the child, and any relevant paperwork (& pens) and a bottle of water.
- One member of staff will be talking and playing with the child, whilst the other staff member completes all necessary paperwork.
- Please find attached an example of the letter sent to parents asking them to have relevant information at the ready and also to refrain from smoking during your visit and keep all pets away.
- If staff feel unsafe or that it would be inappropriate to enter a property the home visit will not go ahead.
- Staff should refrain from accepting the offer of drink or food.
- Visits will take up to a maximum of 1 hour.

***This policy was adopted at a meeting of the Group held on.....(date)***

***Signed on behalf of the Group .....***