



Home Visits Policy

Bramley Vale Primary School

Version (3)

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BRAMLEY VALE PRIMARY SCHOOL

Every Child Every Day

Rationale

We believe that our first meeting with families is crucial in helping to form a positive partnership between home and school. Before starting Nursery or Reception, families are their child's first teacher. Families have valuable knowledge about their child which will help staff to provide appropriate experiences for them at school. Home visits provide a familiar place for such knowledge to be shared in an informal way. Our visits are to support families in providing an environment that promotes the healthy growth and development of their children.

Home visits are to identify ALL children's potential and provide an opportunity for us to identify and support a child's needs, share information, and for us to talk with families about their child's interests and overall development.

Purpose

1. Ensure that children are admitted to Nursery and Reception classes following best practice.
2. Visit each child's home to share information and knowledge and complete relevant admission paperwork.
3. Provide an informal opportunity for asking questions.
4. Begin to build up a relationship with the child and family.

Guidelines/procedures

Action taken - Pre-visit

- Dates are set by the EYFS and the school SENCO for home visits to be carried out.
- Letters are addressed and posted to families in advance of the meeting.
- Families are phoned the day before the home visit to ensure the planned time/date is still suitable; emphasis should be made that timings are flexible due to other visits/unexpected traffic etc.

The Visit

The Class Teacher will attend the family home with a colleague (minimum of two staff members to attend a home visit). The school SENCO may also attend.

- A copy of the daily visiting schedule will be left with school office along with an emergency telephone number.
- An agreed key phrase should be used in case of emergency/difficulties, so that staff are protected at all times.
- A fully charged phone should be taken for communication at all times.
- Staff will take a 'starting nursery / reception' pack with them, in case families have not received this in the post or collected one from the school office.
- Each visit should last approximately 20 minutes.

Carrying out the Visits

- One person will record relevant information whilst the other person gets to know the child.

We need to:

- Hand out the prospectus/starting nursery pack for parents who have not received one.
- Complete all school record forms - medical details, emergency details, likes, dislikes, photograph consent etc. If parents feel uncomfortable, they may complete the required paperwork and return this to the school office within one week of the visit.
- Leave a copy of the 'All about me' sheet for families to complete if they wish, this can be returned to either the EYFS unit or school office.
- Assess if the child has any health problems or specific needs which school should be aware of?
- Gather information about ethnic and cultural background, or any special dietary requirements.



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- Listen to any concerns families may have about their children starting school at Bramley Vale and provide reassurance.
- Encourage families to ask any questions.
- Confirm start date, session times, transition dates and transition meetings. Remind families the new starter transition meeting is a compulsory requirement prior to their child starting school.

Return to Nursery

Staff will check that all information which they have collected during the visit is complete and that any areas of concern are highlighted (discuss with Senco if appropriate).

Staff safety during home visits

- All staff are to remember, during a home visit they are guests who have been invited into the family's home.
- Staff can ask families for information, but they are under no legal obligation to give it to you. Families can also ask the school staff to leave at any time or decline that the school can undertake a home visit.
- When the school staff arrive at a family home, they should assess if it is appropriate for them to be there. For example, do you feel welcome? Do you feel unsafe?
- 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 family home or flat, they will ask the family to put any uncaged animals in a separate room.
- Maintain professional boundaries.
- Consider confidentiality at all times. Do not discuss other families or discuss anything in front of other family members without gaining permission to do so.

This policy should be reviewed annually.