



## 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 home environment where the child usually feels most relaxed.

The home visit is an optional service that the setting provides, not all families wish to take us up on this offer, and the home visit is additional to our settling in policy provided for all children.

All staff have volunteered to provide this service for families, the setting would not insist that staff provide the service.

### Procedure:

- If a parent requests a home visit, the key person will contact the parent and arrange a time that is mutually convenient for both the family, the key person and an additional staff member.
- A home visit will always be attended by two members of staff, the key person and another staff member. The staff will make their own way to and way back from the family's home, and this will take place during normal working hours wherever possible.
- The key person will use the home visit as a means of talking to the family, gaining information about the child and answering any questions the family may have. The additional staff member will give attention to the child during this time.
- The staff will stay together during the home visit and would not expect to be left alone with the child during the visit.
- We would not expect a home visit to last longer than 30 minutes maximum.
- Staff will be conscious of the fact that they are guests in the family's home and will treat all families with a high level of respect and regard during the visit.

*This policy was adopted at a meeting of the pre-school held on  
29/09/2025*

*Signed on behalf of the pre-school*

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***This policy will be reviewed in February 2026***