



Caterpillars Pre-School

Home Visit Policy

February 2020

Updated June 2020



Policy statement

We hope by providing home visits for new children, this will benefit them in meeting in a home environment where parents/carers will be able to discuss any concerns they may have and give staff valuable information about the child's home life which we can use to help settle them in.


Procedures:

- When parents start their child at Caterpillars they are asked if they would like a home visit.
- Home visits are booked in on a non-pupil day before the start of term.
- All home visit appointments are written down stating Child and Parent/Carers name, address, phone number and time of appointment.
- We will aim that the visit will last for half an hour.
- Two staff members will attend the home visit one being the Manager/Deputy and the other, the child's key person.
- Whilst at the home visit the staff member keeps a mobile phone with them which other staff who have remained at the setting can contact them on.
- The Manager/Deputy will fill out the necessary registration form and getting to know you form whilst the key person interacts with the child.

Procedure during the Covid-19 Outbreak

- During the Covid-19 Outbreak, social distancing rules may not make it possible to undertake home visits before a child is due to start at Caterpillars. Managers will contact parents in advance of the child's start date and agree how the home visit/settling-in process can be undertaken in line with the social distancing measures in place at that time.

This policy was adopted by Caterpillars Pre-School Management Committee

in	June 2020
Date to be reviewed	February 2021
Signed on behalf of the management committee	
Name of signatory	Matthew Doonan
Role of signatory (e.g. chair/owner)	Chair of the Committee