



# Caterpillars Pre-School

Home Visit Policy

November 2018




## 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.

This policy was adopted at a meeting of Caterpillars Pre-School

Held on	October 2018
Date to be reviewed	November 2019
Signed on behalf of the management committee	
Name of signatory	Dan Mitchell
Role of signatory (e.g. chair/owner)	Chair of the Committee