



St Peter & St Paul
CofE Primary School

Home Visiting Policy

2019 - 2022

(This policy has been drafted having regard for the school's Christian ethos.)

| | Date | Signed |
|-------------------------|------------------|----------------------------------|
| Agreed by Staff: | October 2019 | Mr Steve Ginn Head Teacher |
| Agreed by Governors: | October 2019 | Mrs N Ford Chair of Governors |
| Lead: | Early Years Team | |
| Review date: | October 2022 | |

Our School Mission Statement

We see it as our mission to grow the whole child - intellectually, emotionally, physically, socially and spiritually. To provide them, within a Christian environment, with every learning opportunity possible and to empower them to be the leaders of tomorrow.

St Peter and St Paul Home Visiting Policy

Rationale:

In order to facilitate a child's transition into school, it is felt to be very useful for a member of staff to visit with the child and their family in the child's home prior to the child beginning school. Home visiting also takes place to develop the partnership between schools and the home, recognising that this is central to the education of the child.

Aims of a Home Visit:

- To initiate communication between the home and school
- To introduce ourselves to the Parents / Carers of the child, presenting the opportunity to provide information about the early days of schooling, general health and to talk about the expectations of school and home.
- To develop a meaningful attachment between the child's teacher and the new family.
- To provide uninterrupted time for private discussion between the practitioner and family.
- To allow the child to be seen in relaxed home circumstances and to allow an opportunity to observe interactions and general behaviour.
- To recognise parents as the first educators of the child and use the information they provide to support the child emotionally during the period of initial separation.
- To establish an understanding of the child's interests at home.
- To allow the child to familiarise themselves with staff and make transition easier when they first come to school.

Offering a Home Visit:

Recognising that every family matters, every family who has a child commencing at the school is offered the opportunity to have a home visit. It remains the parental choice whether they would like to take up this offer.

The Home Visit:

If the parents choose to take up the offer of a home visit, the Early Years Leader will make arrangements for a home visit to take place.

- Once parents have decided to apply for a Nursery or Reception place, staff will obtain addresses and contact details for the family from their application form.
- A visiting timetable is then prepared by the Nursery or Reception teacher, in conjunction with the Foundation Stage leader, which will outline the various home visits taking place on any given day.
- Details of this visit schedule are reproduced for the information of the Head Teacher and the school office.

- On the day of the visit, staff will make a phone call to the office after the end of each visit.
- The office will make contact with the member of staff if they have not returned within an hour of the specified time agreed before leaving the school.
- Staff will carry with them a phone and school photo ID.
- The school must have the telephone number of both members of staff performing home visits in order that they may be contacted if necessary.
- Staff will make an assessment of the home situation on arrival and if they have any doubts as to their personal safety, they will return to the school where they will discuss the perceived dangers with the head teacher and develop an alternative strategy. One alternative is that the visit may be cancelled and reconvened at the school.

During the visit:

- The child will have the opportunity to share any interests of theirs with members of staff.
- One member of staff will play with the child during the home visit while the other member of staff completes any necessary paperwork and speaks with the parents.
- The induction visits and meeting will be discussed and staff will ask which ones the family will be attending'.
- Information will be gained to support the child during their first session at school, e.g. favourite story; favourite toy; other children who will be attending with whom they are familiar, etc.
- Information will be obtained as to any forms of anxiety the child may demonstrate and strategies will be discussed to overcome any possible upset.
- Information will be obtained regarding any medical matters that the child may have e.g. asthma, allergies etc and parents will be asked to complete the necessary medical form before the child starts school.
- The parent will be asked if they have any questions or concerns.

Staffing Issues:

The number of families accepting the offer of a home visit will vary. Each family is generally allocated a maximum of half an hour. This 1/2 hour includes transport to and from the home visit.

Staff who are new to the school will be supported by experienced staff. Staff cannot be required to conduct home visit if they are unwilling to do so.

It is the responsibility of the Foundation Stage leader to ensure that safety procedures are in place during the home visits

Period of Review:

This policy will be reviewed every 3 years.

Document History

| Version | Date | Comments |
|----------------|---------------|---|
| Issue 1 | June 2013 | |
| Issue 2 | February 2016 | Revised to reflect some changes in areas of responsibility and process. |
| Issue 3 | October 2019 | Revised to include applicability to Reception and details of medical information which is obtained. |
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