



CENTRAL@RLK

POLICIES AND PROCEDURES

4.2 - HOME VISITS

Policy Statement

Central@RLK aims to provide every child and their family with the opportunity to meet staff members in their own home environment, prior to the child starting with the setting.

The purpose of the visit is to help the child, family and staff members, to get to know more about each other in the home environment, where children feel most relaxed.

Although a home visit is highly recommended by the committee and staff of the setting, the visits are not compulsory and can therefore be declined.

Home visits are carried out in addition to the settings 'Role of the Key Person and Settling-In' policy.

Procedures

- All staff have volunteered to provide the home visit service for families. The setting would not insist that any staff members provide the service against their wishes.
- A key person is allocated upon registration, before the child starts to attend. A home visit appointment is then offered (via letter), no more than 3 weeks prior to the child starting at the setting.
- A home visit will always be attended by two key members of staff, including (wherever possible) the child's key person. The staff will make their own way to and from the family's home. Wherever possible this will take place between the hours of 0900hrs and 1800hrs.
- One staff member will use time during the home visit to talk with the family, gaining information about the child and answering any questions the family may have. During this time, the other staff member (wherever possible, the key person) will interact with the child, taking both mental and written observational notes which may aid the child's settling in process (i.e. likes and dislikes).
- Staff members will stay together at all times and will not be permitted to be left alone with a child during a home visit.
- Central@RLK would expect a home visit to last no less than 30 minutes and no longer than 60 minutes.
- Staff members will, at all times, remain conscious that they are guests in the family's home and will treat all families with a high level of respect and regard during the home visit.
- Staff members will not be permitted to accept any offers of food, drink or any other gifts whilst on a home visit.
- Only one home visit per child is usual, however in certain circumstances, if deemed reasonable or necessary by the setting or family, additional visits may be accommodated.



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- At any time during the visit, parents or carers may ask staff members to leave; a reason will not need to be provided.
- Any incidents or disclosures made by any persons present during a home visit will be treated in accordance with the settings Safeguarding Children and Child Protection policy. In addition, any information gathered during the home visit may be included as part of a child protection/signs of safety conference at a later, date if applicable.

This policy was adopted at a meeting of	Central@RLK
Held on	27th July 2015
Date to be reviewed	July 2016
Signed on behalf of the management committee	
Name of signatory	Rebecca Davies
Role of signatory (e.g. chair/owner)	Chairperson