

Home Visits Policy

At Springboard Nursery we understand that starting at a nursery can be daunting for everyone involved so with this in mind we want to do all we can to make the process as stress free and enjoyable as possible for all our families and their children.

Aim

The purpose of the visit is to help the child, family and key person to get to know more about each other in the home environment where the child usually feels 'most' relaxed. We hope to establish a partnership between parent/carers and staff where both parties share their knowledge and understanding of the child to plan stimulating and challenging learning opportunities and a fantastic partnership.

Home visits are offered as an additional support after settling in sessions with both parent/carer and the child and sessions with just the child have taken place.

Two members of staff from Springboard Nursery, one being the allocated key person and the other being the room senior will carry out the home visit. Parent/ carers and staff will arrange the visit at a convenient day/ time to suite both parties, as the nursery still must maintain child/staff ratios when members of the team are off the premises. Springboard Nursery staff will wear their nursery uniform and have their lanyard which has the nursery logo and information on to identify who they are. Practitioners will also take the nursery mobile phone. Home visits are to last an hour and are to be recorded on the child's chronology record that a visit has taken place with the date, time and who was present.

Confidentiality

The manager/ deputy manager will give the child's address details to the two members of staff carrying out the visit, this information will be returned to the nursery and will not disclose this information with any other person. Staff members who are carrying out the home visit will not have access to the families contact information other than address whilst out of the nursery. If there are any issues regarding the visit, then staff will have access to the nursery mobile and they will be able to ring the manager/ deputy manager for any advice or to contact the family if required.

Home visits are a professional meeting conducted by Springboard Nursery and they are in place to support the child and family in getting to know Springboard practitioners and to create bonds to recognise in our setting. Practitioners will spend 'quality' time in a happy environment to play with the child and their toys and talk with the child's family about likes and dislikes, discussing ideas of what to bring into the nursery to support their child. Practitioners' personal mobiles will NOT be taken.

This policy was implemented by Springboard Management Team: please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email.

Date: 01.09.2023