EYFS HOME VISITS POLICY

At St John Bosco we understand that starting in 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 for families and their children.

Our Nursery will work in partnership with parents. As parents are a child's first educator, this will help ensure the best outcomes for the children. The first step of this partnership is a home visit for every family before a child starts at Nursery. We believe that this enables parents and children to meet members of the Nursery staff in the place where they feel most at ease, at home.

Two members of the Foundation Stage Team, one being the allocated key-person will carry out the visits. Parents will be notified of the visit in advance and a convenient time arranged. Staff will wear their ID badges and ensure they have access to a mobile phone.

A timetable of visits will be left in Nursery and the School office.

The key-person will take a small selection of toys or books for the child to choose from and will play with the child during the home visit while the other member of staff completes any necessary paperwork and checks the application form.

Our Nursery Booklet will be shared with parents and any queries arising from it answered. The next part of the settling in process at Nursery will also be explained.

The session times will be discussed and confirmed. A date and time for the child's first visit to nursery will also be given.

If a home visit is not possible, parents/carers will be invited to visit Nursery at a mutually agreed time to meet the child's key worker and to complete the relevant paperwork.

If School based staff are aware of special circumstances or arrangements for home visiting, these must be discussed with the Head Teacher in advance who will decide on the necessary additional arrangements required to carry out the visit.

The following safe working practice should be read when planning home visits to ensure that staff and families are kept safe.

Code of Conduct Extract to support safe, professional home visits

Safe Working Practices for Home Visits	
All work with pupils and parents should be undertaken in School or other recognized workplace. However, on occasions, in response to urgent or specific	**Adults must:**

situations it is necessary to make one-off or regular home visits. In these circumstances it is essential that appropriate policies and related risk assessments are in place to safeguard pupils and the adults who work with them. A risk assessment must include evaluations of any known factors regarding a child/young person, parents/others living in the household. Risk factors such as hostility, child protection concerns, complaints or grievances can make adults more vulnerable to an allegation. Specific consideration must be given to visits outside of 'office hours' or in remote/secluded locations. Following an assessment, appropriate risk management measures must be in place before visits are agreed. If little or no information is available, visits must not be made alone. If a programme of work is undertaken in the home, a suitable work space should be provided and agreement that the parent/other suitable adult will remain in the home throughout the session. A written work plan, contract should be agreed with, and take into account preferences of, pupil/parent and include: duration of sessions; clear objectives; content; timing; ground rules; child protection and confidentiality statements. Where the situation is such that changes in agreed work arrangements are required, a quick assessment will be necessary to determine if the session can continue. SMT should then be informed as soon as is practically possible. Emergency situations should be reported to the police or social care and to the Head Teacher/parent as appropriate.	• Agree the purpose for any home visit with SMT, unless this is an acknowledged and integral part of their role e.g. home tutors • Adhere to agreed risk management strategies • Always make detailed records including times of arrival and departure and work undertaken • Ensure any behaviour or situation which gives rise to concern is discussed with their manager and, where appropriate action is taken • Never make a home visit outside agreed working arrangements **School should ensure that:** • They have home visit and lone-working policies of which all adults are made aware. These should include arrangements for risk assessment and management • All visits are justified, agreed with the Head Teacher or Deputy Head Teacher and recorded with the office, indicating time of arrival and departure. • Adults are not exposed to unacceptable risk • Adults have access to a mobile telephone and an emergency contact person who should in the first instance be their line manager.

Information leaflet for Parents and Carers

Please take care of our Staff. Thank you.
Important information for people receiving home visits
Please consider the needs of our staff and provide them with a smoke free environment.

Second-hand smoke, or passive smoking as it's sometimes called, has been found by the Government Scientific Committee on Tobacco and Health to be detrimental to people's health. It can cause heart disease, stroke and lung cancer in adults. Being exposed to second-hand smoke even for a short time can cause eye irritation, headache, cough, sore throat, dizziness and nausea.

Employers have a duty in common law to take reasonable care to protect the health of employees. The Council is required by law to ensure that employees and others are not put at risk.

We therefore ask if you would do everything possible to provide a smoke free environment when our staff visit you in your home.

How to protect staff from exposure to second-hand smoke:
- Refrain from smoking inside the house for at least 1 hour before they arrive
- If reasonable to do so open windows and doors to fully ventilate the area
- Try to keep one room smoke free at all times

During the visit:

- Do not smoke or let anyone else in the house smoke in the area
- Wherever possible, when the member of staff is in the house, ask other smokers to go outside to smoke

Our Policy:
We ask our staff to asses whether any environment they enter is safe for them to provide their services. If a smoke free environment cannot be provided, a risk assessment will be required in order to reduce the risk to a level that is as low as is reasonably practicable. We will support staff to leave an environment they deem to be unsafe. If necessary, you will be offered alternative service options.

Our undertaking to you:
All routine visits will be pre-booked and you will be given a time for the visit. If the staff member is delayed, you will be contacted as soon as possible.

MONITORING AND REVIEW

It is the responsibility of the EYFS staff to follow this policy. The Senior Leadership Team will carry out monitoring on the EYFS as part of the whole school monitoring system.
This policy will be reviewed before the start of each academic year and will evolve to incorporate the views of all staff concerned

Date: 6th May 2026

Review date: 6th May 2028

Senior member of staff responsible: Mandy Grubham (Executive Principal)

Designated member of staff: Bethan Hill (EYFS Lead)