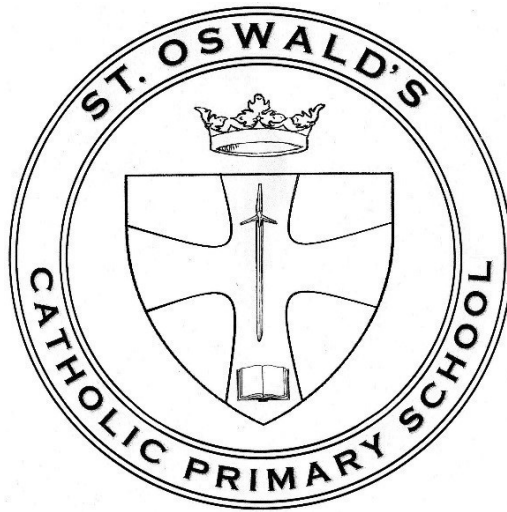


# St Oswald's Catholic Primary School



## EYFS Home Visits Policy

Approved by:	Approval date	Renewal date
Standards Committee	November 2025	Autumn 26

## **Mission Statement**

This is the home visits policy for St Oswald's Catholic Primary school and is set within the context of the whole school aims and Mission Statement –



*Together with Jesus,  
We will Learn and Grow in Faith*

At St Oswald's we recognise and value parents and families as children's first educators. Our home visits policy enables us all to get to know each other a little before the first days at nursery and school. Following a welcome meeting at school, parents will have the opportunity to arrange a convenient date and time for nursery/school staff to come and visit you at home. Home visits are a great opportunity for staff and parent collaboration, it gives staff a chance to see a child's home life but also for the child to start building a bond with their key worker before attending the setting, this helps to make them feel a little more secure on their first session.

## **AIMS**

- To build up a warm, trusting and caring relationship with the child and their family before the child starts Nursery, to begin the process of working in partnership.
- To meet the child in their own safe environment to gain a truer picture of their uniqueness, interests and strengths. At this point families may also share about any additional needs they or their child may have.
- To ensure that the child and family have met the staff on familiar ground, which will hopefully make them feel more confident about making the transition to our school.
- To encourage families to share as much information as possible about their child, to enable staff to plan an appropriate settling in programme.
- To share information about School and Nursery routines and policies, and provide a relaxed atmosphere where families can ask questions and express concerns. There will also be the opportunity to go through the welcome pack together and ask any questions you may have.
- To provide space where families can share things in private and without interruption.

## **PROCEDURE INCLUDING SAFETY GUIDELINES**

- Home visits will never be done uninvited. Staff will have arranged a date and time well in advance of the visit. Families do not have to have a home visit if they do not wish it. They will be offered the option when they enroll their child.
- Appointments are reconfirmed by telephone the day before by the school admin staff.
- Staff attend home visits in pairs for their own security. They must leave a list of addresses where they are going with the school admin staff and leave a mobile number with the office. After each appointment is finished, one of the Nursery staff will ring in to inform the office that they are on the way to the next appointment. This means that school admin can keep a track of where the Nursery staff are. See below for emergency procedures in case of no phone call being received.
- Staff research where the home visits are to take place to minimise losing time through getting lost.
- Appointments are made in 30-40 minute slots. This allows 30 min to spend with the family and 10 minutes to travel to the next house.

- During the visit one adult focuses primarily on the child if this appropriate and uses a bag of carefully selected toys, to engage the child and begin to find out what interests them and assesses how they are developing in the prime areas.
- The other adult shares information about Nursery using a photo album or Information booklet and gathers information about the child from the family.
- Together we will look at the “all about me” and welcome pack information you will have collected at the welcome meeting. This helps to gather key information e.g. about the child’s likes and dislikes, who can collect your child from school or nursery and any allergies or medical information we need to be aware of.
- If the family gives permission, a photo will be taken of the child with their family, which will be used to make a welcome display.
- The most important thing is that there should be a two-way exchange of information and time to build a relationship with the family.
- It’s also important that the family has time to ask questions about nursery/school and express any concerns they may have.
- CONFIDENTIALITY MUST BE RESPECTED AT ALL TIMES.

#### **EMERGENCY PROCEDURES**

- If there has been no phone call/text from nursery staff between home visits, admin staff must first attempt to contact nursery staff on the designated mobile.
- If there is no reply on the mobile, or a panic call has been received from the nursery staff, admin must inform the line manager, usually the Headteacher.
- The decision may then be made to phone the police giving as much detail as possible.
- The line manager will remain at school, take any advice from the police and keep the police informed of any changes.