

Chatham Nursery School Home visits Policy

At Chatham Nursery School we aim to create a warm, trusting, and caring bond with the child and their family before they start Nursery.

Aims

- To meet the child in their own environment to get a true sense of who they are as an individual.
- To ensure that the child and family have met the staff in a familiar setting, helping them feel more confident about transitioning to our school.
- To encourage families to share as much information as possible about their child, allowing staff to plan a suitable settling-in process.
- To provide details about school and nursery routines and policies.
- To offer a private space where families can share information and discuss matters without interruptions.

Procedure Including Safety Guidelines

Home visits will always be prearranged, with staff arranging a date and time well in advance. Families are not obligated to have a home visit if they prefer not to. This option will be offered to them when they enrol their child.

Home Visits are usually arranged for main September admissions, but are also arranged where children join the Nursery at different times. Appointments are reconfirmed by telephone the day before by the school admin staff.

For their safety, staff attend home visits in pairs. They must provide the school admin staff with a list of the visit times and addresses, 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. In this way, the school admin can keep 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 60 minute slots. This allows 30-40 min to spend with the family and 20 minutes to travel to the next house.

Whenever possible, one of the staff members should be the Key Person for the child being visited. During the visit, one adult should primarily focus on the child, if appropriate, using a bag of carefully selected toys to engage them. This helps to discover the child's interests and assess their development in the Prime Areas.

The other adult shares information about the Nursery using a photo album or Information booklet and gathers information about the child from the family.

The welcome pack is provided to families, who are asked to complete the requested information and return it to the nursery school. This process helps gather essential details about the child and provides the family with important information about the nursery. The key aspect is to ensure a two-way exchange of information and to allow time for building a relationship with the family. It's also crucial that the family has the opportunity to ask questions about the nursery and express any concerns they may have.

Parents will be asked for permission for a photograph to be taken of their child with their family, this will be used to make your child welcome when they start nursery school.
Confidentiality will be respected at all times.

Emergency Procedures

If there has been no telephone phone call from the Nursery Staff after their 1-hour appointment, admin staff will attempt to contact the Nursery staff on the designated mobile.

If there is no response to the telephone call, or if a panic call is received from the Nursery Staff, the admin will notify the Head of School. The Head of School may then decide to contact the police, providing them with as much detail as possible. The Head of School will stay at the school, follow any advice given by the police, and keep them updated on any developments.

This policy was agreed and implemented in November 2024 and is due for review November 2026.