

Watery Lane Preschool

Home Visiting Policy



Policy statement

At Watery Lane Preschool we strive to establish relationships with parents that are beneficial to each child's education, to promote an understanding of the value of Early Year's Education, to enable parents to view their role in their child's education as a partnership and to gather relevant information with the child that will ease their transition from home to the preschool. Please see our **Admissions Policy** and **Key Person and Settling In Policy**.

Procedures

The manager, deputy or supervisor will liaise with parents to arrange a mutually convenient time to visit, ideally in the week prior to the child starting in the preschool. Additionally, in cases where a child is taking longer to settle-in or has additional needs, the key-person or SENCo may discuss with the parents whether an additional Home Visit or a series of Home Visits may assist in the child's transition into the preschool.

Visiting Arrangements:

- ✓ The date and time of the visit will be agreed by the preschool and the parents.
- ✓ The Key Person and usually either the Manager, Deputy, Supervisor or SENCo will make the visit together.
- ✓ The length of the visit will be discussed at the time of the booking being made.
- ✓ The aim of the visit will be discussed at the time of the booking being made e.g.: completion of forms, building a relationship with the family, getting an in-depth knowledge of specific needs.

Home Visit Safety:

- ✓ Prior to the visit the Key person will ensure that the manager is aware that the visit is taking place, the date, time and address are recorded and also the proposed duration of the appointment.
- ✓ The Key Person will keep their mobile phone switched on throughout the visit and will contact the preschool when the visit is concluded.
- ✓ If, at any time during the visit, either member of staff feels anxious then the visit will be concluded immediately and their concerns reported to the Manager.

If a call has not been received from the home visiting staff to say the visit has concluded at the expected time then preschool will make contact with them after 10 minutes.

Links to other policies and legislation

Watery Lane Preschool Home visit Policy - Revised August 2026. Effective from adoption date shown at end.

- Prospectus, Admissions Policy, Key Person and Settling In Policy, Partnership with Parents Policy.
- Legislation – Children Act 2004, Childcare Act 2006, The Equality Act 2010, SEN Code of Practice 2014 (revised 2015 / 2020)
- Every Child Matters Outcome: Keeping Safe, Being Healthy
- General Welfare Requirement:
 - ✓ Suitable people (ratios), Organisation, Documentation

A unique Child	Positive Relationships	Enabling environments	Learning and development
1.2 Inclusive Practice 1.3 Keeping Safe 1.4 Health and Well being	2.1 Respecting Each Other 2.2 Parents as Partners 2.3 Supporting Learning 2.4 Key Person	3.4 The Wider Context	

This policy was adopted at a meeting of **Watery Lane Preschool**

Held on _____

Signed on behalf of management committee _____

Name of signatory _____ Role of signatory _____

Date to be reviewed _____