



SEVENOAKS
PREPARATORY SCHOOL

SAFEGUARDING – HOME VISIT POLICY

Policy reviewed and amended: Autumn 2016

Next review date: **Autumn 2017**

Governor Lead: Tim Dickinson and Marius Carboni

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Status and Review Cycle: Annual

SAFEGUARDING

Home Visit Policy

At Sevenoaks Preparatory Early Years Department we believe that working closely with parents has a critical impact on children's emotional, behavioural and educational development, and their health and wellbeing. We work in partnership with parents to ensure positive outcomes for children, and the first step in this partnership is to offer a home visit to every family prior to the child coming to Nursery.

The Leader of Nursery, along with the child's allocated Key Person, will carry out these visits. Both members of staff will bring with them identification and carry a mobile phone, the number of which is available in the school office.

A member of staff will always be made aware of the family being visited and an itinerary of arranged home visits will be available in the Pre Prep School office.

The Leader of Nursery will explain the settling period with the parent and will find out what the child's favourite toys are. If this is possible then we will provide this on the child's first day at nursery.

This visit is designed to ease the new family into starting at our Nursery and will be informal and friendly. Initial paperwork will be explained but given out at a later date to ensure the focus is purely on interaction with the family.

After this initial home visit, subsequent home visits can be organised if deemed necessary by the Nursery or if requested by the family.

If a home visit is unsuitable the parent will be invited to visit the Nursery at a mutually agreed time to meet the child's Key Person.

Every child will be invited in for a taster session in the term prior to the child starting Nursery.

We are committed to making the transition into our Nursery as seamless as possible for every family and our Nursery team understands that this is an important time of change for new families. We strive to ensure every family feels welcomed and comfortable prior to their children starting at our Nursery and maintain an open door policy which is adhered to throughout the school.

Reviewed by Policy Holder:	Mrs Helen Cook
Signature:	Date:

Approved by Governor Lead:	Tim Dickinson/ Marius Carboni
Signature:	Date:
Updated: AUTUMN 2016	Date for next Revision: AUTUMN 2017