EYFS

Home Visits Policy

Review Cycle;	Annual
Responsible group:	Headteacher, EYFS Lead and LGB
Implementation date:	September 2025
Next Review Date:	September 2026

Small steps to big dreams

Mark 4: 30-32

Vision

We aim to provide educational excellence inspired by the world around us. To grow curious, responsible and confident learners within a caring community, in partnership with our families, upholding our Christian Values.

Contents:

Statement of Intent

1. Responsibilities
2. Safe working practices
3. Supplementary policies
4. Safeguarding
5. Parental/carer responsibilities

In order to ensure children in our care feel at ease when they enter the Early Years Foundation Stage (EYFS), we have a full settling in process for pupils starting at Clearwater Primary Academy. We conduct home visits to introduce pupils to our staff and, in partnership with parents and carers, ensure the best outcome for each individual child.

1. Responsibilities

1.1. The Governing Body has overall responsibility for the implementation of the Early Years Home Visit Policy of Clearwater Primary Academy

1.2. The Governing Body has overall responsibility for ensuring that the physical Early Years Home Visit Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

1.3. The Governing Body has responsibility for handling complaints regarding this policy as outlined in Clearwater Primary Academy's complaints policy.

1.4. The Principal will be responsible for the day-to-day implementation and management of the Early Years Home Visit Policy of Clearwater Primary Academy.

1.5. Staff, including teachers, support staff and volunteers, will be responsible for following the Early Years Home Visit Policy.

2. Safe working practices

2.1. Staff members will attend homes in pairs.

2.2. Staff members will notify their line manager of any home visit that is taking place.

2.3. Any staff member entering a child's home will make a detailed record of what is discussed and will adhere to any and all agreed risk management strategies.

2.4. No visits will be undertaken outside of agreed working arrangements, this includes social visits.

2.5. All visits will be recorded with the office, including time of arrival and departure, and purpose of visit.

2.6. Any staff member undertaking a home visit will have access to a mobile phone and an emergency contact usually the Headteacher or School Business Manager.

3. Supplementary policies

3.1. Other policies that relate to the Early Years Home Visits Policy include:

- Health and Safety Policy.
- Safeguarding and Chid Protection Policy.

4. Safeguarding

4.1. Where safeguarding concerns are raised during a home visit, the member of staff is required to report it.

5. Parental/carer responsibilities

5.1. If circumstances mean that you will not be available during the agreed time of the visit, please contact the school at least 2 hours before the scheduled visit to avoid unnecessary travel.

5.2. Please avoid smoking for the duration of the home visit.

5.3. Please do not drink alcohol on the day of or during visits.

5.4. Please do not offer alcoholic beverages to members of staff during visits.

5.5. If a member of staff suspects that you are intoxicated, either by alcohol or drugs, they will be required to report it to a member of the Senior Leadership Team. This may result in a referral to Gloucestershire Children's Safeguarding Board.