



# POLLYANNA PRE-SCHOOL CIO

## HOME VISITS POLICY

### Purpose

At Pollyanna Pre-School CIO we believe in building strong, trusting relationships with children and their families from the very beginning. Home visits provide an opportunity for educators to get to know children in a familiar environment, foster meaningful connections with families, and support a smooth transition into preschool.

### Objectives

- To establish early and positive relationships with children and their families.
- To gain insights into each child's background, interests, and individual needs.
- To ease the child's transition from home to the preschool setting.
- To provide families with information about our preschool and answer any questions they may have.

### Policy Statement

Home visits are offered to all families prior to the child's start date or during the early weeks of enrolment. They are optional but strongly encouraged and are conducted by the child's key person and/or another staff member.

### Guidelines and Procedures

- 1. Scheduling Visits**
  - Visits will be scheduled; we will endeavour to arrange a mutually agreed time and date where possible.
  - Each visit typically lasts 20 to 30 minutes.
  - Families will be contacted in advance to explain the purpose and benefits of the home visit.
- 2. Consent and Safety**
  - Staff members will always attend in pairs unless otherwise agreed upon.
  - Visits will be logged and approved by the preschool manager.
- 3. During the Visit**
  - Staff will engage with the child through play or conversation and speak with parents/carers to gather information on routines, preferences, developmental needs, and cultural practices.
- 4. Confidentiality and Respect**
  - All information shared during the home visit will be treated with confidentiality.
  - Staff will show respect for each family's home, values, and customs.
  - Participation in home visits is voluntary, and families can decline or request an alternative meeting place.
- 5. Documentation**
  - Notes from the visit will be recorded and shared with relevant staff to support planning and settling-in processes.
  - Documentation will be stored securely in line with the preschool's data protection policy.
- 6. Health and Safety**
  - Staff will follow all current health and safety protocols, including hygiene practices and risk assessment measures where necessary.
  - If a staff member feels unsafe at any time, the visit will be ended respectfully and reported to the manager.

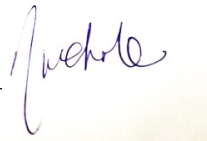


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### Review and Approval

This policy was reviewed and adopted on: \_\_\_ 1<sup>st</sup> September 2025 \_\_\_\_\_

Signed by Management Committee: \_\_\_\_\_  


Print Name: \_\_\_\_\_ **Nikitta Wehrle** \_\_\_\_\_

This policy is reviewed **annually** or sooner in response to changes in legislation, guidance, or setting practices.