



## **Appendix B: Home Visits-Additional Precautions**

Where possible, home visits by Board employees should be restricted to situations where there are no reasonable alternatives or are part of their work responsibilities. Rather, employees should try to arrange a mutually acceptable alternate location.

For employees who need to work and support families by attending their residence it is important that they follow the following guidelines:

- Providing for a second employee to accompany the worker, if necessary.
- Wherever possible parents/guardians and/or students should be informed of the home visit prior to arrival. There will be exceptions to this for example a visit to confirm that an absent child is at home when parents/guardians are not responding to telephone calls/text messages or emergency safeguarding visits.
- Employees should not be left alone with any student in a home. Do not allow a parent/guardian to leave you alone with a child.
- Provide their supervisor with the name, address, telephone number, time of appointment and time due to be finished when performing home visits.
- Have access to a cell phone so that 911 can be called in case of an emergency. Employees who do not have access to a cell phone should discuss this with their immediate supervisor.
- A review of the case files should be done prior to the visit to identify any risks of violence (behaviours, triggers, etc.). Avoid proceeding with an unsafe home visit until an alternate plan is made.
- If at any time, the employee experiences any aggression or verbal abuse, or other unwelcome approaches, this should be reported to the supervisor immediately, when safe to do so. Employees should leave at the earliest opportunity.
- Be aware of the surroundings for personal safety and leave if feeling unsafe.
- If an incident has occurred, the employee should contact their supervisor when safe to do so or immediately following a home visit.