

Administrative Procedures Manual	Administrative Procedure 356
	Home Visits
	APPROVED: September 2013
Page 1 of 3	AMENDED/REVIEWED: September 2019
LEGAL REFERENCE:	Section 11, 52, 53, 196, 197, 222 Education Act Public Health Act Guide to Education: ECS to Grade 12 Standards for Special Education Standards for the Provision of Early Childhood Special Education Occupational Health and Safety Code - part 28

Background

Employees of the Division may engage in home visitations. Teachers, administrators, and support workers may all engage in home visitations. Home visitations help foster the development of good relationships by:

- Helping teachers/ support workers have a better understanding of the child and their environment.
- Enabling the parent to have a better understanding of the philosophy of the school, the program and the teacher.
- Assisting in developing good relationships between:
 - The parents and teachers;
 - The school and the public; and
 - The school system and the community.

Procedures

1. Principals, in consultation with school staffs, are authorized to implement home visitation programs at the school level and at the grade levels.
2. Principals and Division Administrators are authorized to implement a home visitation schedule with staff employed in supportive roles such as social workers, FNMI Success Coordinators, and the Family Outreach Worker.
3. For the initial visitation, the decision to implement a home visit must be made in conjunction with supervisors/ teams.
4. Appointments with the home are to be established prior to the visit.
5. Written information related to the home visit shall be filed prior to visit. Required information must include the name and address of the client, a phone number for the client, the cell number of the employee, and an indicated start and end time for the visit. [Home Visit Report \(Form 356-1\)](#) or [Home Visit Report Detailed \(Form 356-2\)](#)
6. After the visit the employee is required to contact their supervisor or designate via phone, text or email to confirm the completion of the home visit.

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7. A written record of all meetings must be maintained by the employee that identifies the time, date, and reason for the meeting as well as anecdotal comments.
8. All unannounced home visits must be approved by an employee's supervisor.
9. All unannounced home visits must be done in pairs.
10. Employees are to act in the best interest of their safety.
 - 10.1 General Safety Precautions

Workers are to:

 - 10.1.1 Be equipped with cell phones and remain in pairs when entering unknown environments.
 - 10.1.2 Inform someone about a home visit including address, client name if working alone. A check-in process upon the completion of the visit is required.
 - 10.1.3 Be aware of the environment, identifying escape routes, placing themselves closest to the exit as possible, when entering a home.
 - 10.1.4 Keep their shoes on to enable quick exit.
 - 10.1.5 Avoid wearing cuffs and outerwear with pockets if possible.
 - 10.1.6 Travel without a briefcase or purse.
 - 10.1.7 Discontinue the visit and remove themselves from the environment if for any reason the worker feels uncomfortable with any aspect of the home visit.
 - 10.1.8 Have a safety plan in place. This may include precautions to avoid danger as well as strategies to help manage a confrontation if one occurs.
 - 10.1.9 Begin with a safety assessment by learning about the family's history. Some of these details may be noted in school records. Consultation with informal sources, such as supervisors, co-workers, or colleagues from other agencies is appropriate.
 - 10.1.10 Give serious consideration to the street, neighbourhood, or area where the family lives. Exercise extra caution.

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- 10.1.11 Identify potential safety risks while in the home. Remain alert and observant. Listen outside the door for any disturbances, such as screaming or fighting. When knocking on the door, stand to the side, not in front of it.
- 10.1.12 Excuse him/herself from the area immediately if the people the employee is speaking with are intoxicated.
- 10.2 Emergency While Doing a Home Visit
 - 10.2.1 If the employee sees a situation in the home escalating, he/she is to leave immediately.
 - 10.2.2 Upon returning to the office a [Staff Accident Report](#) is to be filled out through Public School Works.
- 10.3 Assault, Attacks, Threats Made by a Client during Outreach
 - 10.3.1 If the worker is threatened or physically engaged by a client s/he must remove him/herself from the area and, if necessary, call 911.
 - 10.3.2 The employee is to report all incidents to the Supervisor immediately.
 - 10.3.3 A [Staff Accident Report](#) must be filled out as soon as possible after the incident using Public School Works.