

Guidelines for Safe Family Home Visits

(Graduation Success Coordinators, Family Specialists, Administrator Support, ECEAP staff)

- ✓ Notify previously determined designated person (administrator, colleague, office manager, etc.) before leaving for home visit, providing address of visit and approximate expected time of return.
- ✓ Provide cell phone number to office manager and/or administrator.
- ✓ Carry cell phone to home visit.
- ✓ Record every visit in designated program/school system according to protocol.
- ✓ Wear district ID badge at all times.
- ✓ When possible, travel in pairs to home visit.
- ✓ Complete visit within scheduled work hours except by prior arrangement with supervisor.
- ✓ Notify designated person when you return from visit.
- ✓ Report any personal safety concerns you may have to administrator.
- ✓ Reminder, all school employees are mandatory reporters for observed child abuse and neglect.
- ✓ During visits, practice safety precautions:
 - Park your vehicle pointing away from home in case you need to leave quickly.
 - Trust your instincts, if you don't feel comfortable with surroundings, don't approach or enter home.
 - If inside home, place yourself near an exit where you can see around you.
 - Respect person's privacy, you're a guest in their home.