



Guidelines for Safe Family Home Visits

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

- ✓ Notify designated person (administrator, colleague, office manager, etc.) prior to 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 administrator.
- ✓ 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, follow safety precautions and relationship-building practices:
 - Park your vehicle in a position where you are able to leave quickly if necessary.
 - Leave valuables at school or lock them in your trunk.
 - Be aware of your surroundings.
 - Trust your instincts, if you do not feel comfortable with surroundings, do not approach or enter home.
 - If inside home, place yourself near an exit where you can see around you.
 - Respect person's privacy, you are a guest in their home.
 - Communicate purpose of your visit.
 - Remember you are there to build a more positive relationship as much as you are to accomplish a specific goal.