

Toogoolawa School

Home Visit Procedure (including Home Visit Outings)

Purpose:	<p>This procedure provides the purpose and required actions for effective and safe home visits. Home visits will be provided (where possible) to students who have been identified as having attendance or wellbeing concerns.</p> <p>The purpose of a home visit is to assess student wellbeing needs with the aim of improving school attendance as well as taking the opportunity to provide some curriculum support.</p>	
Scope:	Toogoolawa School's Teachers, Teachers' Aides and Youth Workers	
Status:	Approved	Supersedes: Previous policy
Authorised by:	Board Chair	Date of Authorisation: 2022
References:	<ul style="list-style-type: none"> Toogoolawa School Work Health and Safety Policy (for the <i>Work Health and Safety Act 2011</i> (Qld)) 	
Related Policies		
Review Date:	Every 3 years	Next Review Date: 2025
Policy Owner:	School Governing Body	

Home Visit Procedure

1. POLICY STATEMENT

Toogoolawa School is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as students, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

Procedural Controls

Consent

Staff must gain consent from the parent or guardian prior to the visit or outing. However, at any point during the visit, if the parent or guardian revokes that consent (e.g asks you to leave), staff must cease all activities, leave the property and return to the school. The staff member not driving must call the Head of Student Support immediately to advise of the situation.

Home Visit Risk Assessment and Questionnaire

The Home Visit Risk assessment must be complete at least 3 days prior to the home visit. This includes contacting the parent/ carer and obtaining consent for the home visit. For home visit outing, the standard outing form applies (as you not be entering the students house)

Staff must also contact the parent/ carer the morning of the visit to remind them of your arrival, as well as to determine if consent is still given for the visit.

Minimum number of staff to attend home visits

There will be a minimum of 2 staff members during any home visit or other off campus visit.

Minimum Qualification

In the absence of a registered Teacher, at least ONE youth worker must be level 5 or higher.

School Uniform and Presentation

All staff attending home or offsite visits to students must wear the staff uniform

Equipment

As a minimum, at least one Staff member must have on their person;

- Mobile phone (capable of sending and receiving calls and texts in the area)

Staff are also required to take a first aid kit with them, however, this should be left in the car and not taken into the students home unless necessary.

Child Protection

During the home visit, if any staff member forms a suspicion that the child's welfare is compromised, you must immediately report this to the Principal at the end of the visit. Staff must be aware of the procedures in the schools *Child Protection Policy (located on sharepoint)*

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Staff Health and Safety

The health and safety of Toogoolawa staff is priority when conducting home visits. At any point during a visit, a staff member feel that their health or safety is at risk, they must cease all operations, notify the other staff member present, and leave the premises immediately and return to school. Staff are not to place themselves in a situation where their health and safety is compromised.

Before the visit staff must

- Be familiar with this policy
- Complete the home visit risk assessment with the Head of Student Support, WHS Officer and students parent or guardian. Or complete an Outing form
- Make sure you are well informed about the family and are aware of personal circumstances.
- Check that there have been no prior health and safety concerns regarding this home visit, and the occupants of the home are not COVID positive or close contacts.

During the visit

- Park in a well lit area and in a position where you do not need to reverse on leaving.
- Dress appropriately.
- Ensure that you are comfortable with any animals in the room where a meeting takes place. Staff have the right to end the meeting if they feel unsafe.
- Introduce yourself, have identification available and explain again the purpose of the visit.
- **Do not enter the premises unless invited in by a responsible adult.**
- Do not enter the premises if invited to do so by a child that is on the premises unsupervised by a responsible adult.
- Only speak to an adult with parental responsibility (Ps/Cs/Gs) or another responsible adult whom a P/C/G has delegated to be there in their absence and they have given us permission to speak to about the student for whom we are making the home visit.
- Do not discuss the purpose of the visit with siblings or any other unknown young person or adult at the premises.
- Do not go upstairs in a property unless accompanied by a responsible adult and then **ONLY** if you deem it completely safe to do so and necessary. •
- **Do not enter a child's/young person's bedroom.**
- If you are concerned that a child/young person is in the home inappropriately alone/unsupervised, seek immediate advice from the Head of Student Support or the Principal
- If you feel that a child/young person is in immediate danger contact emergency services 000 and then the Head of Student Support or the Principal
- Be professional; give professional advice and information rather than personal opinions.
- Do not carry large sums of money when making a home visit.
- Complete Home Visit Form to evidence visit.

After the visit

- Report back to the school and hand in the completed Home Visit Form
- If you are not returning directly to school, telephone the school after the visit to say you have left the home visit.
- Any Child Protection concerns arising from home visits should be discussed with the Head of Student Support or the Principal on arrival back to school.
- At school do not discuss individual home visits with staff who are not involved with those particular children.

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