

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 164 – Staff Home Visit Guide	
Related LCSDF AP's		
Form(s)		
References:	<i>The Saskatchewan Employment Act, 2013, Occupational Health and Safety 3-8 to 3-10. Work Safe Saskatchewan, Occupational Health and Safety School Kit</i>	
Received by the Board: August, 2020		Update: August, 2020

Background

The Division is committed to providing a safe and healthy work environment for its staff members. Though we favor meetings to occur in the school setting, or another public venue, there are occasions when personnel will be involved in completing home visits. Home visits have been a beneficial way for schools to meet with parents/guardians in order to support student achievement.

Procedures

A. Duties of Personnel Conducting Home Visit

1. All personnel partaking in a home visit, whether part of a school division team or an interagency team, must follow the following procedures:

1.1 All staff must verbally advise a school administrator or the secretary the following information:

- Address of the visit
- Who he/she will be meeting with
- Time of visit
- Anticipated time of visit's end
- Other team members with him/her (personnel are encouraged to visit in pairs or teams)
- Cell phone number

**Please note that in the event of a short notice visit, personnel must contact the school via cell phone and provide the information listed above

1.2 In the event of an after-school home visit; personnel must advise a check-in person (LCSDF employee) the information listed in 1.1.

1.3 Personnel should limit the amount of personnel materials/valuables they bring to a home visit. A cell phone and necessary documents should be the only materials brought to the home.

1.4 Do not accept food or drink during the visit.

- 1.5 Personnel will check in with the school/check-in person if the home visit will run longer than originally anticipated.
- 1.6 Personnel will contact the school/check-in person upon conclusion of the home visit.
- 1.7 Personnel must immediately conclude a home visit if he/she feels an uneasiness or risk of threat (see examples of this below):
 - Verbal aggression
 - Threat of physical aggression
 - There are more people present than what was expected
 - Large and/or dangerous animals present

B. Duties of School Administrator

1. Ensure all personnel completing home visits follow Section A of this Administrative Procedure.
2. Work with school secretaries to ensure they understand the home visit process outlined.
3. Serve as a check-in person after school hours

C. Duties of Secretary/Check-In Person

1. Ensure the information from Section A, clause 1.1 is tracked and kept on file.
2. Serve as a check-in person during school hours.