



STAYING SAFE DURING HOME VISITS



INSTITUTE FOR
CHILDHOOD PREPAREDNESS
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Your **SAFETY** is the most important consideration when conducting a home visit. This booklet is intended to serve as a resource and contains a checklist of items designed to increase your safety.



The following pages will cover each step of the home visit process:

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PLANNING YOUR VISIT




- ✓ **ARE THERE** any notes from coworkers or from prior visits on potentially dangerous or uncomfortable situations or topics?
- ✓ **CALL AHEAD** and confirm your appointment, location, who you will be meeting with and ask for available parking areas
- ✓ **NOTIFY** your office and supervisor of appointment time and location
- ✓ **DRESS APPROPRIATELY** by wearing your agency logo shirt and/or have your badge visible
- ✓ **AVOID** bringing cash, personal items and purse

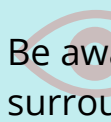
ARRIVING SAFELY



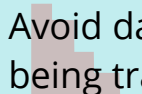
- ✓ Have your cell phone **CHARGED** and **POWERED ON**
- ✓ **BE SURE** to have your personal safety alarm with you and accessible
- ✓ **SECURE** personal items in your vehicle trunk prior to arrival
- ✓ **DRIVE THROUGH** the neighborhood prior to parking
- ✓ **PARK** on street or parking lots if possible and avoid parking in driveways




Walk with confidence
with your head up



Be aware of your
surroundings

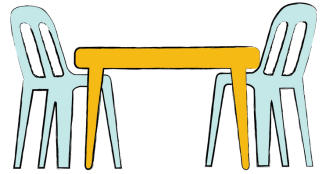


Avoid dark stairways or
being trapped in elevator



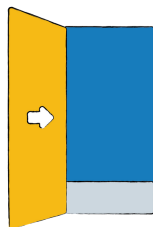
Listen at door before
knocking

CONDUCTING THE VISIT



- ✓ **INTRODUCE YOURSELF** with business identification/show your badge if not visible
- ✓ **TAKE NOTICE** of doors/exits and landline phones
- ✓ **DO NOT** allow people behind you
- ✓ **DO NOT** sit with your back to the door
- ✓ **DO NOT** share personal information
- ✓ **BE AWARE** of weapons and dogs
- ✓ **DO NOT** compete with distractions such as loud TV's, others talking, barking dogs, etc
- ✓ **WATCH** for signs of impairment/drug use

WHEN TO LEAVE A VISIT



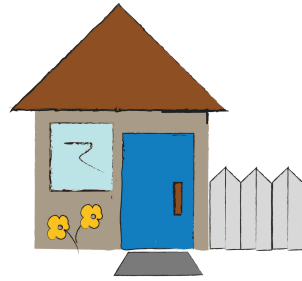
Leave and reschedule the appointment in any of these situations:

- ✓ Household members are **IMPAIRED** by drugs or alcohol
- ✓ Household members are **INAPPROPRIATE** or sexual toward you
- ✓ House shows signs of **DRUG** use or manufacturing drugs
- ✓ Household members show signs of domestic **ABUSE**
- ✓ Household members **BECOME ANGRY** or aggressive toward you

Don't show fear, stay calm and be prepared to defend yourself.

Remember verbal de-escalation techniques and pre-plan potential excuses for exit prior to beginning the site visit.

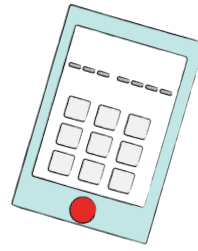
DEPARTURE FROM THE VISIT



**Be Aware of surroundings outside.
Keep your cell phone in your pocket
until you have left the area:**

- ✓ If it looks unsafe, **RETURN** to client's residence
- ✓ **HAVE** car keys and personal safety device in hand
- ✓ **LOCK CAR DOORS** as soon as you get in your car
- ✓ **LEAVE** the area **IMMEDIATELY**, do not do paperwork at the scene
- ✓ If followed, do not go home – **CALL 911** and drive to a safe or populated public area

AFTER THE VISIT



- ✓ **CONTACT** your supervisor/office to let them know you have completed the visit
- ✓ If one has been established, **USE PREDETERMINED CODE WORD** for safety notification
- ✓ **UPDATE** file notes noting any dangerous or uncomfortable situations
- ✓ **RESCHEDULE** appointment if needed for follow-up if visit was not completed

For future visits, use alternative visit location if home is not safe for you or client

Contact appropriate resources

Bring a co-worker or supervisor to next appointment if the meeting must be at the clients home

STAYING SAFE



1. Your safety is the **PRIORITY**
2. **KNOW** your agencies policies and procedures on home visits
3. **TRUST** your instincts

LEAVE if you do not feel safe!



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