



Home Visitation

Background

KTCEA believes that home visitations are important opportunities for teachers and support workers to gain a better understanding of the child and their environment. A key objective of home visitations is to foster positive relationships between parents and teachers, the school and the public, and the school authority and the community. Home visitations also create an opportunity for parents and educators to work together on the student's education program. Correspondingly, home visitations can enable the parent to have a better understanding of the philosophy of the school, the program and the teacher.

Guidelines

Home visits will focus on the best interests of families and the well-being of the child.

Home visits will be conducted such that the safety of everyone involved, but most particularly the child, is ensured.

Teaching staff and support workers will collaborate in order to conduct home visits in pairs to the best extent possible.

A home visit must be pre-approved by the School Principal and the parent, and as such it may not occur in a spontaneous or casual fashion.

#	Procedure	Roles & Responsibilities
1.	Principals, in consultation with teachers and support workers, may establish a home visitation program for the school. The program may: <ol style="list-style-type: none"> 1. be tailored to specific grade levels; 2. involve schedules for multiple visits. 	Principals, Teachers, Support Workers
2.	All home visits made by school staff must have the prior written approval using Form 462 of the School Principal, and must be made in consultation with any support team that is in place for the child.	Principals
3.	A staff person or support worker will submit a request for approval of a home visit to the School Principal that includes the following information: <ol style="list-style-type: none"> 3.1 Student, address, phone number; 3.2 Employee cell number; 3.3 Non-attending contact person who is aware of the visit; 3.4 Start time and anticipated end time; 3.5 Proposed date(s); 	Staff, Support Workers, Principals

	<p>3.6 Persons attending (minimum 2);</p> <p>3.7 Purpose and expected outcomes.</p> <p>3.8 Become aware of any relevant family history that may be noted in school records. Consultation with informal sources, such as supervisors, co-workers, or colleagues from other agencies, is appropriate.</p>	
4.	A record of the home visit and any written notes will go into the cumulative file. The visit record will describe the outcomes of the visit.	Staff, Support Workers
5.	After an approved home visit, the employee is required to contact their direct supervisor and their designated non-attending contact person via phone, text, or email to confirm the completion of the home visit.	Staff, Support Workers
6.	<p>Staff and support persons conducting home visits will be mindful of general safety precautions including:</p> <ol style="list-style-type: none"> 1. It is important to have a safety plan in place. 2. Have a cell phone with you. 3. Be aware of the environment. 4. During a home visit, visitors should exit if they feel uncomfortable with any aspect of the environment. 5. Give serious consideration to any potential hazards on the street, or in the neighbourhood or area where the family lives. 6. If there is evidence of alcohol or drug consumption, it is important to excuse oneself from the visit. 	Staff, Support Workers
7.	<p>Notwithstanding that home visits are conducted off-site, all visits will be conducted in accordance with KTCEA Administrative Procedures, with specific reference to:</p> <ul style="list-style-type: none"> - AP 461 Working Alone - AP 680 General Occupational Health and Safety - AP 175 Respectful Workplace and Learning Environment Guidelines - AP 691 Incident Management 	Staff, Teachers, Principals

Definitions:

Support Worker means an employee, contractor or external agent who is involved in the student's educational program, including but not limited to counsellor/liaison persons, Wellness Workers etc..

References:

Alberta Human Rights Act
 Alberta Occupational Health and Safety Act
 KTCEA Policy 3 Respectful, Caring and Safe Schools and Workplaces
 KTCEA Policy 12 Human Resources

AP 175 Respectful Workplace and Learning Environment Guidelines
AP 176 Incident Reporting
AP 461 Working Alone
AP 680 General Occupational Health and Safety
AP 691 Incident Management

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Learning Services & Academic Success.