

STAFF HOME VISIT GUIDE

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 employees 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 Employees Conducting Home Visits

1. All Employees 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 of the following information:
 - Address of the visit
 - Who they will be meeting with
 - Time of the visit
 - Anticipated time of the visit's end
 - Other team members on the visit (Employees are encouraged to visit in pairs)
 - Cell phone number
 - *Please note that in the event of a short-notice visit, employees must contact the school via cell phone and provide the information listed above.
 - 1.2. In the event of an after school home visit, employees must advise a check-in person from the Northwest School Division of the information in 1.1.
 - 1.3. Employees should limit the amount of personal materials and 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. Employees will check in with the school if the home visit will run longer than originally anticipated.
 - 1.6. Employees will contact the school upon conclusion of the home visit.

1.7. Employees must immediately conclude a home visit if they feel an uneasiness or risk of threat including:

- Verbal aggression
- Threat of physical aggression
- There are more people present than was anticipated
- Large or dangerous animals

2. Employees have the right to refuse to take part in a home visit if at any time they feel uneasy or at risk. An alternate arrangement can be made for the home visit.

B. Duties of the School Administrator

1. Ensure all employees 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 School Administrative Assistant or School 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.

Reference: The Saskatchewan Employment Act

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