



# Home Visit Safety Procedure



## Head Start Performance Standards

[1302.22](#) , [1302.35](#) , [1302.80](#) , [1302.81](#) , [1302.83](#)

### Purpose:

Guidance and offer suggestions to help ensure safety when on a home visit.

### Make Sure Someone is Aware of Your Plans

- Keep your Outlook calendar up to date at all times. Rescheduled home visits must be corrected on your Outlook calendar.
- Wear your OESD employee badge.
- If there are safety concerns, check in with your supervisor when you complete the visit or are heading to your next visit.
- Carry a cell phone at all times and ensure it is charged and turned on.

### Be Aware of Your Surroundings

- Have clear directions to the visit location and be aware of the area you are traveling to. Be observant.
- Check with the family about parking, pets, etc.
- Make sure that you and family members are well when you make your visit to avoid spreading communicable diseases.
- Be aware of people in the vicinity, adequate lighting, and landscaping that could allow for the element of surprise.
- Bring only what you need to complete the visit. Make sure to keep confidential information with you.
- Carry your keys in your hand.
- Walk assertively, confidently and look others in the eye.
- Once inside a home, be aware of where the exits are.

### Use common sense and trust your judgment

- If you feel unsafe, leave. Often our “gut instincts” are correct.
- If you believe family members in the home are unsafe, leave and contact Supervisor immediately.
- In rare situations, a visit to the home is not safe. Plan with your supervisor before visiting a family in their home when you have a safety concern.