

5.20	HOME VISIT POLICY
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Applies to: All staff
Specific responsibility: HECIS Co-Ordinator, staff

Version: 1
Date approved: 5.8.14
Next review date: Aug 21

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

POLICY STATEMENT

The HECIS service seeks to provide support and assistance to client/children in developing their skills in the most appropriate environment. The family home is the client/child’s primary environment and it is within this setting that social, communication, independence and motor skills are developed – in a nurturing and secure environment.

When client/children present with difficulties at a young age the primary focus is to develop the client/child’s functional abilities in their primary setting i.e. the home. As such HECIS staff may, in consultation with parents, decide to deliver initial services to children within this “known” environment and use this as a springboard to generalise their skills into other settings such as child care, preschool and school.

Alternatively, the client/child may not currently attend a child care centre at time of referral and therefore a home based assessment and support program may be delivered in the client/child’s home.

The client/family should expect that the HECIS staff person will:

- Arrive at the time arranged with prepared resources
- Seek to develop a positive relationship with them that acknowledges their own strengths and resources in meeting their child’s needs
- Work in partnership with them to develop and implement an appropriate program for the child
- Respect the families priorities, values and cultural or religious differences
- Seek to include them in assisting in the implementation of the program in order to build their own skills in working with their child and developing their skills
- Provide modelling of strategies and resources as needed to implement the program
- Provide written goals and strategies for the parent to work on between visits
- Communicate by phone any changes to the program or arranged visits

The HECIS staff person should expect that:

- The client/family is home at the prearranged time
- The home is safe and free from any anti-social or abusive events
- The client/family will give the time required in order to implement the program and discuss successes and difficulties within the program
- The client/family will make contact by phone if unable to keep the appointment

The Home visiting program will cease if:

- The client/child has met the goals set for the home program
- The client/family and HECIS support teacher decide that home visiting is no longer effective or required
- The child moves to a child care setting where the skills need to be generalised
- The home becomes an unsafe place for the HECIS staff person for whatever reason

HECIS: HOME VISIT POLICY

PROCEDURES

When making a home visit the HECIS staff person will complete the HECIS Home Visit checklist and ensure the following procedures are noted:

- Complete in the HECIS Staff appointment diary the name, address and time of the appointment and expected time on departure from the client home
- Leave their mobile phone on in order that they can make calls to the HECIS office or be contacted by the office.
- Staff must contact the office immediately if the home visit becomes untenable or they feel uncomfortable or threatened in any way and relay concerns and action to be taken. The use of the code **“Red File”** should be used if discretion is required. This event to be documented and signed by the relevant staff member immediately on return to the office.
- If personal calls come to the staff mobile phone during the visit, they must be saved for later when the visit has been completed.

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	HECIS Home Visit checklist HECIS Staff appointment diary

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	18.8.15	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	14.8.17	HECIS CoOrdinator	Aug 2018
4	3.9.18	HECIS CoOrdinator	Aug 2019
5	20.8.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021