

**SAFETY PRECAUTIONS WHEN
CONDUCTING HOME VISITS**

**LESSONS LEARNED FROM THE
FIELD**

WHY

- CHRONIC ABSENTEEISM
- ACUTE ABSENTEEISM
- WELFARE CHECK
- VERIFY RESIDENCE

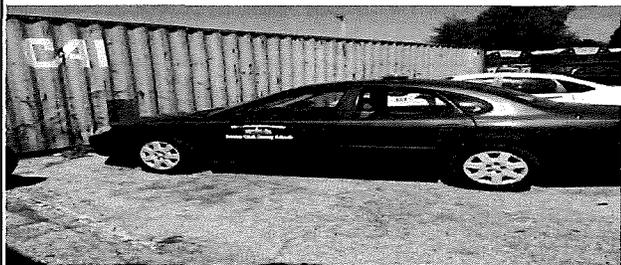
WHEN TO GO

- WEATHER
- START AT 9:00 AM
- END BY 2:00 PM
- UNLESS

PREPARATION

- POWERSCHOOL
 - DEMOGRAPHICS
 - EMERGENCY CONTACTS
 - ATTENDANCE REPORTS
- SOCIAL MEDIA
- GOOGLE MAPS
- ORGANIZE
- WEAR IDENTIFICATION
- OTHER

VEHICLE



IN THE VEHICLE

- CORPORATION RADIO
- ACTIVE FOLDER
- CELL PHONE
- BUSINESS CARDS
- INK PEN
- VIDEO 24/7 SYSTEM INSTALLED IN THE CAR

IN THE NEIGHBORHOOD

- CONDITION OF THE NEIGHBORHOOD
- LOCATE RESIDENCE
- DRIVE BY
- CHECK WHO IS OUT
- SAFE PLACE TO STOP

AT THE RESIDENCE

- FINAL APPROACH
 - OBSERVATIONS
- PARK IN THE STREET
- EXIT VEHICLE
 - KEYS
 - PHONE
 - FOLDER
 - BUSINESS CARD
 - INK PEN

WALKING TO THE DOOR

- STAY OFF THE GRASS
- OBSERVATIONS
 - SIGNS
 - CAMERAS
 - CONDITION OF THE YARD
 - VEHICLES - LICENSE PLATES
 - MAILBOX
 - TRASH
 - WINDOW COVERING MOVEMENTS
 - PETS

AT THE DOOR

- LISTEN
- SMELLS
- WINDOW COVERAGE
- DOOR PLACEMENT
 - SCREEN DOORS – OUT
 - MAIN DOORS – IN
- SAFE POSITION AT THE DOOR
 - VISIBLE
 - FLEXIBLE

AT THE DOOR II

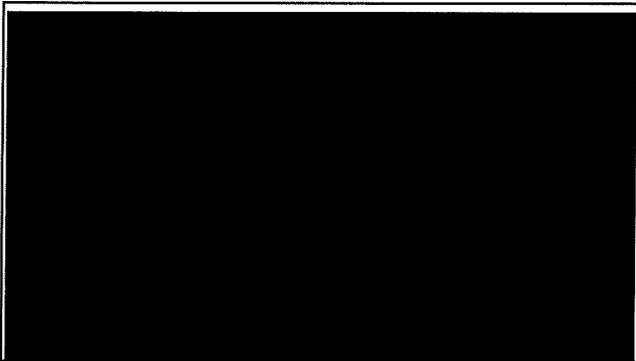
- SCREEN DOOR OR MAIN DOOR
- KNOCK OR USE DOOR BELL
- KNOCK AND WAIT
 - DOGS BARKING
- REPEAT
- REPEAT
- DOOR ANSWERED
- DOOR NOT ANSWERED

DOOR ANSWERED

- OBSERVE
- IDENTIFY
 - BUSINESS CARD
 - NO CELL PHONE
 - PAPERWORK
- STATE REASON FOR VISIT
- RELATIONSHIP
- LISTEN

DOOR ANSWERED II

- ESTABLISH LOCATION OF STUDENT
 - VISUAL
- STUDENT ATTENDANCE LAW
- BOARD POLICY
- RESOLVE ISSUE
 - TODAY, TOMORROW, TRANSPORT
- CALL THE SCHOOL OF ATTENDANCE



COME ON IN

- OBSERVE
- YOU DECIDE
- BACK TO THE DOOR
- DEPTH INTO THE RESIDENCE
 - MAIN ROOM
 - KITCHEN
 - BEDROOM
- SIT DOWN

TRANSPORT

- BACK SEAT VISIBLE ON CAMERA
- CALL IN ON RADIO OR CALL ON CELL
 - GENDER AND NUMBER OF STUDENT(S)
 - BEGINNING MILEAGE
 - BEGINNING TIME
 - DESTINATION
- ARRIVE AT SCHOOL
 - CLEAR
 - ESCORT INTO BUILDING
 - COMMUNICATE WITH ADMINISTRATION

NO ANSWER

- LEAVE BUSINESS CARD IN VISIBLE LOCATION
- WRITTEN MESSAGE ON BACK OF BUSINESS CARD
 - NAME OF STUDENT
 - REASON FOR VISIT
 - CALL THE SCHOOL
- RETURN TO VEHICLE
- DOUBLE BACK

POST VISIT

- E-MAIL SCHOOL
 - RESULTS
 - OBSERVATIONS
- POWERSCHOOL LOG ENTRY
 - RESULTS
- PERSONAL LOG ENTRY
 - DEMOGRAPHIC INFORMATION INCLUDING SCHOOL
 - RESULTS
 - OBSERVATION

POST VISIT II

- CHILD PROTECTIVE SERVICES
- LAW ENFORCEMENT
- JUVENILE PROBATION
- MISSING CHILDREN

QUESTIONS?

END

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