

HOME VISIT / SAFE & WELL CHECK DURING COVID-19

This policy links to the Attendance Policy, Safeguarding & Child Protection Policy, Health & Safety Policy, Lone Worker Policy and Safeguarding & Contact Procedure with Learner and Parent during Covid-19 Policy.

Introduction

This policy covers the arrangements for conducting a home visit and/or safe and well check for our learners during the Covid-19 pandemic. The policy outlines what a staff member is expected to do and how to conduct the visit.

Staff must follow the guidance below when undertaking a home visit/safe and well check during Covid-19:

- Maintain social distancing at all times during the visit – please adopt the two metre rule.
- Staff may wish to wear a face covering during this visit – this is not mandatory as long as the two metre rule is adhered to.
- Where a two metre distance is not possible, staff must wear a face covering.
- Staff must not enter the home of the young person.
- Staff will only be required to have a ‘doorstep’ discussion with the young person (and if appropriate, the parent).
- Staff must not offer to take the young person out for a session – however, if appropriate, you may go for a short walk and talk around their local area within the time allocated. If you do this, you must maintain a sensible distance and wear your face covering if you feel it is required.
- The staff member may leave project work or other resources for the young person if they are due to start work with them later in the week or the week after. The ‘doorstep’ chat will provide opportunity to explain the task and plan for future sessions this term. The young person is not required to complete this work until your session.
- If for any reason the learner is not present during your visit, this must be reported to Gemma via text during the session time as soon as possible. As we have not seen any of our learners since the Christmas break, a visual sighting is now important.

- Staff working with young people via online learning, must inform Gemma if they have not had a visual sighting on screen of their young person. A safe and well check may be required at their next session instead of online.
- Staff are required to complete a Safeguarding Concern Form where appropriate following a home visit / safe and well check and forward to Gemma and Lins within 24 hours.

This policy is available in hard copy at the centre, electronically on Findmyshift and on the Onwards 'n' Upwards website.

This policy will be reviewed annually.

Date updated	Policy approved by	Signed
01/01/2021	Linsey Spicer	