

Pre-Home Visit Assessment Tool

The pre-home visit assessment is designed to identify potential risks that could compromise the safety of education staff during home visits and while travelling to these locations. By evaluating environmental factors and behavioural indicators, this assessment aims to ensure the well-being of staff members while engaging in client interactions.

Designated personnel, assigned by school administration, are responsible for conducting pre-visit assessments. These personnel must assess both the physical environment and any verbal or behavioral indicators of potential violence. All findings are to be thoroughly documented and communicated effectively to school administrators. Administration will then review the completed checklist and determine whether it is safe to proceed with the home visit. This protocol applies to all education staff members scheduled for home visits as part of their duties.

Designated personnel will communicate assessment findings to visiting staff and provide clear information on identified risks and recommended safety measures.

Use the following pre-home visit assessment tool as a guide. Answer the questions in the following sections below. A “no” response indicated elevated risk and appropriate control measures should be considered.

Pre-Home Visit Assessment Tool

Checklist to be completed by supervisor before the home visit

Work Supervisor:	Date:
Attending Staff:	Reason for Visit:
Address:	



Type of Residence: ☐ House ☐ Apartment ☐ Mobile Home ☐ Group Home ☐ Shelter ☐ Hotel/Motel

Pre-Visit Interview Questions

Risk Identification	Y/N	Considerations	Suggested Controls
Is the student or any other person in the home resistant to the visit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> Have their concerns and needs been addressed? Does the interaction need to take place at the residence? 	<ul style="list-style-type: none"> Request additional staffing Review student Safety Plan Review Communication Procedures Establish a time for a coworker to call and check in during the visit
Is there a history of violent or aggressive behaviour by the student or other persons in the home? (i.e., restraining orders)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> Does the visit need to be conducted at the residence? Consider meeting elsewhere or in a more public environment. 	<ul style="list-style-type: none"> Zero tolerance policy Adequate lighting in the home Request additional staffing Know egress options Employer has student's address Panic button Reporting procedures Establish a check-in/out time Leave at the first sign of escalated behaviour Training in de-escalation
Are firearms or other dangerous weapons kept in the home? If yes, are they secured?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> Does anyone in the home have a history of violence? Does the visit need to be conducted at the residence? 	<ul style="list-style-type: none"> Do not go to premise if weapons aren't secured Request firearms be secured Leave at the first sign of escalated behaviour Review communication procedures Establish check-in/check-out time Know egress options
Are there animals in the home, and if so, have they shown aggressive behaviour?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> Can the animal be removed from the home at the time of the visit? Can the animal be kept in a secure location during the home visit? 	<ul style="list-style-type: none"> Ask for animals to be secured in a different room Know egress options Review communication procedures Leave if the animal appears agitated





Are exits easily accessible and clear of hazards? Are there uneven surfaces that may impede a worker's quick exit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> Is there adequate lighting in the home? Could weather conditions create slippery or blocked entrance/exit ways? Time of day 	<ul style="list-style-type: none"> Ask for any uneven surfaces to be repaired Remove items blocking exits Ask to have outside lighting on Ask to have the walkway cleared
Will there be other people in the residence during the visit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> How many people will be home at the time of the visit? What is the relationship to the student? Do they have a history of violence? 	<ul style="list-style-type: none"> Leave if you don't feel safe. Know egress options Review communication procedures Establish check-in/check-out time
Is there known substance abuse amongst residents or visitors to the home?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> Advise the family that services may be withdrawn if identified risks occur during care provision. 	<ul style="list-style-type: none"> Do not enter the home or leave the home immediately if illegal activities are occurring Ensure any drugs, alcohol, or paraphernalia are not accessible Review communication procedures
Is there a threat of violence against anyone living in the residence? (domestic violence, restraining orders)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> Have there been acts of violence in the past? 	<ul style="list-style-type: none"> Do not go to the premise Buddy system Know egress options Establish check-in/check-out time Leave if you don't feel safe Trained in de-escalation





Travel Route			
Risk Identification	Y/N	Considerations	Suggested Controls
Has the closest and safest parking spot been located?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> Is the area sufficiently lit? Is it located in a high-crime or isolated area? Is there a clear pathway to the desired location? 	<ul style="list-style-type: none"> Be observant Plan a check-in with designated staff to ensure safe arrival Consider an alternative mode of communicating if cell service is out of range Bring additional lighting (flashlight) Establish a communication procedure Park near the entrance Park in a busy, well-trafficked area Close vehicle windows and lock all doors
Is the entrance visible from the road?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> Map the area prior to the visit for potential perpetrator hiding spots 	<ul style="list-style-type: none"> Map the area prior to the visit for potential perpetrator hiding spots Turn on high beams if necessary
Do streetlamps provide enough light for walking from the parked car or bus route to the entrance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> Consider modifying arrival and departure time, ensuring the visit is during daylight hours (ex. During daylight savings) 	<ul style="list-style-type: none"> Bring additional lighting (flashlight) Request the residence turn on the entrance light
Has the area been mapped out for potential perpetrator hiding spots (e.g. behind bushes or hedges)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> Is the area visible from the road? Is the area in a public location? Is the area well-lit? 	<ul style="list-style-type: none"> Bring additional lighting (flashlight) Review site specific emergency procedures Establish and review communication procedures Plan a check-in with designated staff upon arrival at the residence





Student Dysregulation			
Risk Identification	Y/N	Considerations	Suggested Controls
Are the visiting staff aware of any behaviour or safety plans the students may have?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> Is there adequate staffing in case of an emergency or violent situation? Are you aware of any student triggers that could escalate a situation? (ex. difficult transitions, unexpected changes in travel plans.) Are attending staff trained in behaviour management and de-escalation? 	<ul style="list-style-type: none"> Review student safety plan Emergency exits identified Staff trained in de-escalation and behaviour management Additional staffing Communication procedures Bring appropriate PPE
Has adequate PPE been identified? (Arm guards, masks, gloves.)	<input type="checkbox"/> Yes <input type="checkbox"/> No		<ul style="list-style-type: none"> Review student safety plan Ensure staff are trained on how to use PPE De-escalation training
Emergency Preparedness			
Risk Identification	Y/N	Considerations	Suggested Controls
Will the visiting staff be going alone?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> Consider going to the first visit with two staff to assess the environment Has the communication method been established? (Radio, cell phones.) Has the crime rate for the location been determined through the local police department? 	<ul style="list-style-type: none"> Check-in/out contact Communication procedures Exits identified Ensure staff have emergency contact numbers

