Worker Safety Guidelines

1. Scope

DoE personnel includes all support staff such as social workers, speech pathologists and school psychologists as well as principals, teachers, Child and Family Centre staff, Aboriginal Education Workers, Officers and Early Years Liaison Officers.

2. Purpose

These guidelines ensure the safety of DoE personnel conducting home visits and meeting clients and families outside of the school/educational setting and Learning Services structure. These guidelines relate should be adhered to in the context of the related procedures.

3. Guidelines Details

- Be aware of your own capacity to respond should you need to leave quickly, e.g. do you have an injury which prohibits you from running? Are you feeling mentally alert? In situations such as this it may be useful not to attend the home visit.
- Be conscious of your appearance—are you dressed appropriately for the visit?
- Ensure all resources are kept close by in case of a quick exit. Leaving resources such as contact numbers diary/back pack/hand bag could be potentially dangerous.
- Wherever possible, home visits are to be conducted in a government plated vehicle. If access to a government vehicle is limited; as a required user, personal vehicles can be used and mileage documented for travel claims (See Required User Policy).
- Do not park in the driveway or somewhere that the car can be blocked in. Lock the car door and keep the keys on your person at all times.
- Take a mobile phone to every home visit, ensure it is charged and make sure colleagues, principals, senior managers or office staff members know the number. Be aware if it is not a mobile reception area. Keep the phone on you at all times.
- Stand back after knocking on the door. Wait for the door to be opened. Do not enter the home unless greeted and invited in.
- Do not enter the house unless a resident parent/carer is home.
- Be aware of your surroundings. Try not to sit in closed spaces or a distance from the door. Be cautious of low couches and sitting on the floor. You may need to exit quickly.
- Be aware of any implements or potential weapons in the area that may be used in a hostile situation.
- Use discretion when offered/accepting food and/or drinks.
- If you feel at all unsafe, close the meeting. You need to be guided by your own professional skills and assessment of the situation. If you feel the situation is potentially dangerous, be alert and leave the situation as soon as possible.
• Keep in mind that potential risk is not only with the client you are visiting, but also with any persons that arrive unexpectedly, or are there on arrival.

4. Requirements

• The principal or senior manager must be aware of and has approved the visit.
• A colleague, principal or office staff member must be aware of the time and place of the visit.

<table>
<thead>
<tr>
<th>Authorised by:</th>
<th>Colin Pettit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position of authorising person:</td>
<td>Secretary</td>
</tr>
<tr>
<td>Date authorised:</td>
<td>14 June 2012</td>
</tr>
<tr>
<td>Developed by:</td>
<td>Suzanne Pennicott-Jones</td>
</tr>
<tr>
<td>Date of last review:</td>
<td>13 June 2012</td>
</tr>
<tr>
<td>Date for next review:</td>
<td>June 2015</td>
</tr>
<tr>
<td>This document replace:</td>
<td>New Guidelines</td>
</tr>
</tbody>
</table>