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**Review Date:** 29<sup>th</sup> May 2024

**Owner:** YJ Service Manager

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### 1. Links to other documents

This guidance is to be read in conjunction with the YJ Allocation and Transfer Policy, Effective Case Management and Oversight Policy, and Health and Safety tips for Youth Families and Social Work staff, SR12 Community Contacts Risk Assessment, SR12 Home Visits Risk Assessment, SR12 TSYJ Risk Assessment Form and YJ Health and Safety Practice Guidance.

### 2. Purpose of a home visit

A home visit allows workers to verify that an address exists, and that the child is living at that address. Home visits can also play an important function in terms of assisting workers to;

- Introduce themselves and the service to the child, parents and carers;
- establish a meaningful trusting relationship with children whom they are working;
- involve children and their parents/carers in completing an assessment, planning and reviewing of the interventions and support that is in place;
- provide ongoing support to parents and carers; assisting them to seek out additional support if necessary

Home visits also;

- allow for a fuller assessment of the child's home / living circumstances and how these may impact upon their health, safety and wellbeing, risk and likelihood of re-offending;
- provide the case manager with an insight into the parenting style of the parent/carer and whether a parenting contract or order may be beneficial;
- allow the case manager to gain an insight into how the child behaves in their own environment and how they interact with their family;
- allow the case manager to consider whether other siblings in the family would benefit from support/intervention.

### 3. Frequency of Home Visits;

The table below summarises the minimum levels of frequency of home visits required by Nottinghamshire YJ Service.

Type of Requirement / Order	Required frequency of home visit
<b><i>Community Orders under CJIA 2008</i></b> <b>Low – Medium RoSH/SaW</b>	As part of any assessment that is being completed.  At least every three months and prior to any AssetPlus review
<b><i>Longer term custodial sentences</i></b> <b>Low – Medium RoSH/ SaW</b>	Within 5 working days of release  At least every three months and prior to AssetPlus review
<b><i>Bail</i></b>	On a monthly basis
<b><i>ISS</i></b>	On a monthly basis
<b><i>Child is assessed as high or very high RoSH or Saw / is subject to a child protection plan</i></b>	On a monthly basis (unless a variation of this has been agreed with the Team Manager and recorded on CAPITA)
<b><i>Child changes address</i></b>	Within 10 working days

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Stage of intervention	Required frequency of home visit (minimum)
<b>Initial Assessment</b>	During the Initial assessment / intervention planning stage
<b><i>Child changes address</i></b>	Within 10 working days

Case Management Guidance states that; ‘Supervision contacts for children on community orders should include regular home visits at a frequency indicated by their assessed desistance needs, so that a comprehensive assessment of home circumstances can take place.

There may be some occasions when home visits are not appropriate, such as where there is a risk of harm to staff or where parents refuse admission. In these circumstances you must discuss with your manager, and agree alternatives, including a timescale for reviewing this decision.

Where there are concerns that serious offences may be being committed, or about safeguarding concerns, this must be escalated to local partners such as the police or Children’s Social Care. If there are assessed risks to staff, these visits should be completed jointly with a colleague/police to ensure staff safety.

Any variations to standards set out in this guidance must be agreed by a manager, with a timescale for review.

#### 4. **Health and Safety Considerations**

Prior to any home visit being undertaken the Case manager **MUST** conduct a risk assessment of the safety of undertaking a home visit and complete the Risk to Staff Assessment Form by;

- Checking with YJ Police colleague records relating to the child and the home address;
- Checking the Mosaic database to ascertain whether there are any known Health and Safety issues affecting the family.
- If the case is open to CSC, then an initial discussion should be had with the allocated worker prior to the initial visit.

Any risks to staff identified should be referred to the Team Manager or Advanced Practitioner for a fuller consideration of the circumstances and potential controls e.g. joint working, preclusion of home visits etc. In these circumstances, this information needs to be shared within the team and with partners to ensure that all workers involved are made aware of the issues and any resulting controls. Relevant case discussions should be recorded on CAPITA and consideration given to the recording of this on Mosaic to ensure that identified risks have been fully communicated. These risks should be reviewed periodically alongside the child's assessment or when new information is received.

Please access the [YJS Health and Safety Folder](#) for further information regarding Home Visits and Health and Safety considerations.