Positive Parenting Staff Safety Protocol

 **Safety Before First Home Visit Safety After First Home Visit**

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| Cell phone charged with a password installed. | You have your cell phone? |
| Tell co-workers where you are going and when you expect to be back. | Lock your car. |
| Have a GPS or MapQuest driving directions. | Don’t leave valuables in the car. |
| Take another staff person with you on the first visit if it is indicated. | Park in a well lit area. Back in if possible so you can just drive out. |
| Get the background on the family and any dogs. | Check in with a staff person after the visit is completed. |
| Wear your name badge. | Call the family to meet you outside so you are not knocking on random doors. |
| Keep a flash light in your car. | Don’t go in if you don’t feel comfortable. Trust your gut feelings. |
| Do not bring your purse into a home visit. | Meet in a public place or a neutral place if necessary. |
| Know the neighborhood you are going into. |  |
| If you have an FID card perhaps carry pepper spray. |  |
| If you are not feeling safe, don’t go in. |  |
| If you are not feeling safe call and ask the person to meet you outside or in the office. |  |
| Attend safety awareness training/bodily safety. |  |
| Have your keys? |  |
| Carry yourself with confidence. |  |
| Use different routines that are not predictable. |  |
| Know the situation you are going into with a new family. Ask questions. |  |
| Have the police programmed into your phone. |  |
| Know the layout of the home and choose where to position yourself. |  |
| Fit in with the family if possible. Find common ground. |  |
| Draw your line and stick to it. Do not go outside your comfort zone on a home visit. |  |
| Have contact numbers with you for family and staff. |  |
| Don’t assume anything! |  |
| Voice your safety concerns with your supervisor. |  |
| Have a safety plan. |  |

 **Safety Before You Leave the Office Safety After You Leave the Office**

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| Let others know where you’re going. | Go before dark. |
| Have your cell phone. | Pre dial 911 into your phone so it always works. |
| Lock your car doors. | If you feel uncomfortable **LEAVE**. Trust your gut. |
| Write your schedule on your desk calendar. | Use the Buddy System. |
| Know where you are going. | Have a password on your cell phone. This is for your own protection if it gets stolen during a visit. |
| Have your badge on. | Be aware of health risks and know universal precautions. |
| Use the Buddy System. | Have and use hand sanitizer. |
| Bring any medication or snacks you may need. | Make sure no one is following you. |
| Have water. Stay hydrated. It keeps your mind sharp. | Lock your doors. |
| Put any personal information away so the family doesn’t see it. | Park under a street light and back your car in. |
| Hide your valuables in the car. | Maintaining personal space. |
| Make sure you have enough gas in your car. | Be aware of surroundings and emergency exits. |
| Call the family to confirm your appointment. | Keep your back to the exit. |
| Familiarize yourself with the area. |  |
| Keep hand sanitizer in your car. |  |
| Dress appropriately. |  |
| Check the weather. |  |