

Safer Practice in Home visiting Guidelines

1 Risk Assessments

- (i) Always undertake a risk assessment for a first visit whether you know the person to be visited or not. (see risk assessment checklist)
- (ii) If there are any concerns or risks known before a visit is made, you are advised always to undertake a risk assessment using the checklist below. In these circumstances, give careful consideration to whether the visit is absolutely necessary, or whether you should be accompanied by another adult.
- (iii) Always consider undertaking a risk assessment periodically in relation to all parishioners you visit.
- (iv) Keep a written record of all risk assessments undertaken
- (v) Use the risk assessment checklist (below)

2 To assure the person you are visiting of their safety, and for your own as a church role, and irrespective of whether a risk assessment has been made:

- (i) Wherever possible carry a mobile phone on a home visit, and/or ensure that someone knows where you are and when you are expected to return
- (ii) Wherever possible avoid calling unannounced – call by arrangement, if appropriate telephoning the person just before going. If you are aware that the person you are visiting is suffering from Dementia or other mental health issues it is best practice to visit in pairs. If visiting alone, where possible, ensure that any close family members that you are able to have contact with are made aware of the visit taking place. In some circumstances a family member may also want to be present.
- (iii) If you are not known to the person you are visiting, carry identification, photographic if possible, (this could be a driving licence) or a note of introduction from the church.
- (iv) Always knock on the door before entering a room or home, respecting the person's home and possessions.
- (v) As a general principle, leave information about how and where you can be contacted (telephone or e mail) including a central contact point e.g. a parish office, if you have one.
- (vi) Always endeavour to be clear about what behaviour from a vulnerable adult is acceptable if you have assessed/identified potential issues.
- (vii) Where you consider you should refer the person to another agency, talk this through with the vulnerable adult, seeking his/her permission before passing on personal information. If it is more appropriate for the vulnerable adult to do so themselves make sure they have all the information they need and that their contact will be expected. If you are concerned about a person and they do not wish to be referred, consult with the Diocesan Safeguarding office.
- (viii) If you feel uncertain about what to do, seek advice from the Diocesan Safeguarding Office. In any case always let the Diocesan Safeguarding Office know of any contact you intend to make or have made with a

statutory agency (e.g. police, local authority) on behalf of a vulnerable adult.

*** Vulnerable Adult – current definition.**

“a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired”

Lone Working/Residential Unit Risk Assessment checklist

Name of adult to be visited

1.	Does the adult have a history of violence, or threatening behaviour? <i>If yes, please detail below</i>	Yes/No Not known
2.	Is the adult a risk to themselves?	Yes/No Not known
3.	Does anyone living in the house have a history of violence or threatening behaviour? <i>If yes, please detail below</i>	Yes/No Not Known
4.	Does anyone who visits the adult have a history of violence or threatening behaviour? <i>If yes, please detail below</i>	Yes/No Not Known
5.	Does the adult have any vulnerabilities that would make it inappropriate for him/ her to be visited alone (eg by a single male or female?)	Yes/No Not Known
6.	Does the adult have any health problems that may cause unpredictable behaviour? <i>If yes, please detail below</i>	Yes/No Not Known
7.	Are there any health risks associated with visiting the adult at home? (Examples might be infestation, smoking, intravenous drug use, infectious diseases, dangerous pets?) <i>If yes, please detail below</i>	Yes/No Not Known
8.	Is the adult's home in a well lit area? <i>Please detail below any difficulties you are aware of.</i>	Yes/No Not Known
9.	Is there suitable parking nearby, is this well lit? <i>If known, please state below the best place to park</i>	Yes/No Not Known
10.	Is there easy access to and exit from the home, more than one exit from the home. Are doors obstructed and not easily opened. <i>If yes, please detail below</i>	Yes/No Not Known
11.	Are there any other risk factors or hazards (Including mental health, substance/alcohol mis-use)? <i>If yes, please detail below</i>	Yes/No Not Known

*Please detail below any other information you think is important
Or any special measures you need to put into place.*

Completed by

Role:

Copy passed to Parish Safeguarding Rep on

Signed

Date: