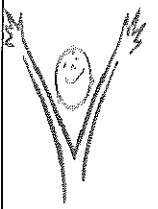


VANDERHEYDEN, INC.

Policy and Procedure

	Effective Date: 10/15/97	Last revision 5/2017	Page 1 of 2	Policy Number Volume III B.2.f
	Board Approval Date: 9/24/98	Title: Home Visitation and Community Safety		

I. BACKGROUND

Employees of Vanderheyden should always maintain an awareness of both their personal safety and the safety of the individual's and families they serve. One of the most crucial areas of personal safety is maintaining a heightened sense of the environment you are entering. This includes social services workers, children's services workers, emergency responders, clinical staff, and others who may on a routine or non-routine basis provide services to children and families within a community setting.

II. POLICY


Vanderheyden will provide personal safety training to employees whose job functions and responsibilities require them to work in a community setting.

III. PROCEDURES

1. The following procedures are to be employed when visiting the homes of families.
 - a. Employees should not enter any location where they feel threatened or unsafe. The supervisor should be immediately notified of this decision and should facilitate the use of a "buddy system" for use in a hazardous situation. The "buddy system" is to be used by supervisors whenever an employee feels insecure regarding the time of the activity, the location of work, the nature of the client's problem, client or family history of violence, or the potential for aggressive acts.
 - b. Employees who will be working in the field should prepare a daily work plan and keep their supervisor informed as to their location through out the day. The work plan is not intended to monitor production but rather to enable supervisors to locate the individuals in emergency situations. This reporting system is to be consistently adhered to by both employees and supervisors. Supervisors are to make follow-up contacts if employees do not report in at the end of the day or designated time.

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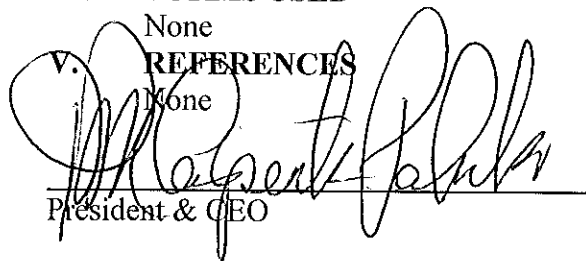
- c. Vehicles reserved for fieldwork should be in top working order. An employee should never take a vehicle which has been experiencing mechanical problems. This procedure supersedes all other reservations, requests, etc., in order to provide the employee with the most efficient and safest means of transportation when in the field.
- d. Employees should only carry with them the absolutely required identification and money. Under no circumstances should valuables be left in vehicles. Purses, backpacks and briefcases should be left in the office or at home.
- e. When employees must visit individuals who are located in high-rise buildings that appear to present security hazards, they should exercise special care in elevators, stairwells and unfamiliar residences.
- f. In instances where the risks include alcohol or drug abusing family or friends, or psychotic individuals, employees should immediately leave the premises. Return visits must be discussed with their supervisor and a safety plan developed to ensure their safety until the hazard has been addressed.
- g. All incidents of threats or other aggression must be reported on an incident form, either individual or employee dependent upon the circumstances. These records are maintained and analyzed to prevent future security and safety problems and to develop the appropriate staff development courses.
- h. Annual training courses will be offered on personal safety and the policy and procedures of the agency to ensure employees maintain awareness of the potential hazards involved in field work.

IV. FORMS USED

None

V. REFERENCES

None



 President & CEO

5/1/17

 Date