

# HOME VISIT CHECKLIST

**Before the home visit – ensure the following has been done:**

1. Previous case notes have been reviewed.
2. Identify the priorities for this visit and plan accordingly.
3. Prepare resources and/or documentation for the home visit.
4. Communicate and plan with the CSO to ensure consistency and flow is appropriate. You may need to complete additional home visits or extend the time for the visit to ensure you complete all required tasks.
5. Call/text/email the carer and confirm the home visit – schedule in calendar.

**During the home visit – ensure the following sections are completed:**

**The Carer:**

TASK DESCRIPTION	FOLLOW UP ACTIONS/OTHER INFORMATION	TICK
<ul style="list-style-type: none"> <li>• Date/Time/Venue</li> <li>• Present and anyone else that was cited at the home visit.</li> </ul>		
<ul style="list-style-type: none"> <li>• General check in on carer household including biological children.</li> <li>• Check in re: how the foster child and biological children interact with each other.</li> </ul>		
<ul style="list-style-type: none"> <li>• Any significant changes/stresses?</li> </ul>		
<ul style="list-style-type: none"> <li>• Carer training- advise upcoming and carer requested training.</li> <li>• Identify any training needs for the carer and make a plan to address this</li> </ul>		
<ul style="list-style-type: none"> <li>• Carer connect – check that carers have the app and are uploading content to this app</li> </ul>		
<ul style="list-style-type: none"> <li>• Respite needs – Review respite needs with the carer and plan to implement this.</li> </ul>		
<ul style="list-style-type: none"> <li>• Upcoming events relevant to carer</li> </ul>		
<ul style="list-style-type: none"> <li>• Documentation review – Complete any required documents with the carer (e.g.: blue cards, FCA's etc.).</li> </ul>		
<ul style="list-style-type: none"> <li>• Carer self-care – use the well being plan to develop a self-care plan for the carer</li> </ul>		
<ul style="list-style-type: none"> <li>• Cultural connection – What is the carer doing to support the child's cultural connections?</li> <li>• How can CW support this?</li> </ul>		
<ul style="list-style-type: none"> <li>• Review any actions with the carer</li> </ul>		

**The Placement:**

Category	TASK DESCRIPTION	FOLLOW UP ACTIONS/OTHER INFORMATION	TICK
Health	<ul style="list-style-type: none"> <li>Review the health needs of the children within the placement</li> </ul>		
Education	<ul style="list-style-type: none"> <li>Review how the child is doing at school/daycare – Review the actions in the ESP or PBSPs to ensure the carer is compliant with these plans.</li> <li>Identify any educational needs and plan to assist the carer with meeting these needs.</li> <li>Are there any materials/resources that the child needs to support with their education?</li> </ul>		
Social	<ul style="list-style-type: none"> <li>Review how the child is doing socially? Are they friendly, kind, withdrawn, isolated, unhappy, happy etc.? Take note of this and plan with the carer to improve this.</li> </ul>		
Financial	<ul style="list-style-type: none"> <li>Identify if there are any financial concerns with this placement. Plan to address these.</li> </ul>		
Family Contact	<ul style="list-style-type: none"> <li>What are the family contact arrangements for this placement?</li> <li>Is the carer adhering to these arrangements?</li> <li>Do they need support for these arrangements?</li> </ul>		
Therapy or behaviour	<ul style="list-style-type: none"> <li>Is the child exhibiting any trauma-based behaviours?</li> <li>What behaviour management strategies can be employed to support behaviour change?</li> <li>Plan to address these (e.g.: referral to an agency and/or let the CSO know etc.).</li> </ul>		
Achievements	<ul style="list-style-type: none"> <li>What achievements have occurred for the child/YP?</li> <li>How can you and the carer celebrate these milestones</li> </ul>		
documentation	<ul style="list-style-type: none"> <li>Go through any required documents for this placement. This should have been planned already.</li> </ul>		
Review any actions with the carer:			

**Observations:**

Category	TASK DESCRIPTION	FOLLOW UP ACTIONS/OTHER INFORMATION	TICK
Cleanliness and Safety	<ul style="list-style-type: none"> <li>Were there any observations that raised concerns around the cleanliness or safety of the children?</li> </ul>		
Presentation of the children	<ul style="list-style-type: none"> <li>Make note of any presentations of the children both positive and constructive?</li> </ul>		
Carers Health	<ul style="list-style-type: none"> <li>What was the presentation of the carer's health?</li> <li>Note down any behaviours/presentations that you were concerned about</li> </ul>		
Personal interactions	<ul style="list-style-type: none"> <li>Make a note of any interactions with the carer about which you were worried.</li> </ul>		
Pets	<ul style="list-style-type: none"> <li>Note down any information pertaining to pets and/or smells of pets.</li> </ul>		
Review any actions with the carer:			

**After the home visit:**

1. Review the above record of the home visit – Did any of the discussions above raise concerns about a potential SOC review? If yes, prioritize addressing this and plan to do it immediately.
2. Write the case note (Straight into SRS)
3. Write any actions that are required as a result of this home visit as part of the home visit case note – include any upcoming respites in SRS and in calendar to avoid forgetting.
4. Allocate time in your schedule to complete the required actions.
5. Ensure that you are sharing information with relevant parties (CSO, STL, ETS and other agencies as required)
6. Schedule and/or confirm the next home visit.