



# HOME VISIT POLICY & PROCEDURE

## PREFACE

The Australian International Islamic College recognizes that we provide far more than mere curriculum to our students; for many students, the College is a safe place where students can get support, academically, spiritually and in relation to their overall wellbeing. To continue to provide the high caliber support we have always offered to students, AIIC is rolling out home visits with students identified as in need.

## PURPOSE

Australian International Islamic College is committed to the safety and welfare of its students, families and staff. The purpose of this policy is to provide a framework for safe, socially distanced home visits that allow students and staff to connect, but in a way that is safe for all involved. In implementing this policy AIIC recognizes that staff are free to refuse to conduct home visits, to change or cancel a home visit and to request additional support to ensure it is carried out safely.

A student may require, or be referred for a home visit for any of the following reasons

- Academic support in one or multiple subjects for any long-approved absences.
- Because they are a child with a verified or imputed disability who requires additional assistance.
- For pastoral care or support in relation to the child’s overall mental health and wellbeing.
- For spiritual or faith-based support from an Imam.
- Because a child is disengaged from learning.
- Because a child is considered vulnerable to abuse or neglect.

## SCOPE

The policy applies to board members, employers, employees, volunteers, parents/guardians and students; and describes the process for referral, for approval and the safety measures undertaken during the home visit.

Approved By: College Board	Status: Pending Approval
Contact: Principal	Reviewed: Annually
Date Approved: April 2022	Next Review Date: April 2023
This policy may be updated or revised from time to time. The College will not notify you each time the Policy is changed.	

## REFERRAL

A staff member, a parent/carer or a member of the public can refer a student for a home visit by

- Filling in a Pastoral Care Referral Form, electronically or at the Office
- Phoning the front reception and making a verbal referral
- Emailing [admin@aiic.qld.edu.au](mailto:admin@aiic.qld.edu.au)

Further, a student may self-refer by following the same process.

A referral will be added to a shared spreadsheet for assessment by the Deputy Principal, and once approved, a Home Visit can be booked

## PARENTAL CONSENT

Once received, a referral will be reviewed, and if accepted, will proceed to the booking. The staff member or Deputy Principal will make contact with the family and seek cooperation for the home visit. No home visit is to proceed without prior arrangement and consent from the child's guardian. If consent is not obtained, the referral is passed on to a Child Protection Officer for review and monitoring.

## HOME VISIT PROCEDURE

Once parent consent is obtained staff will do the following

- Log the date, time and personnel for the Home Visit in the spreadsheet and share a copy with the Deputy Principal.
- Enter the Home Visit into the school calendar by advising front reception.
- Log the transport arrangements and make any vehicle booking with the Business Manager.

Before leaving for the Home Visit staff must

- Check with Line Managers, and Deputy Principal regarding the Home Visit.
- Ensure **two staff** are in attendance for the Home Visit.
- Check with the child's other teachers to ensure an efficient home visit is conducted.
- Conduct a thermal screen before leaving the College.
- Sign out of the grounds at reception.

Staff travelling to the home of a student may

- Use their own vehicle, at their own risk.
- Use a College vehicle, provided it has been booked, approved and they are safely licensed to do so.

Whilst at the Home Visit staff are to observe the following guidelines

- Staff are not permitted to enter the dwelling of the student. This means they are not to go “inside” the premises.
- Staff should introduce themselves to the parent/carer and identify themselves clearly.
- Staff are to maintain a safe, social distance of at least 1.5m from the student and any other person.
- Staff should use hand sanitizer and offer it to the student.
- All parties should remain in a relatively open, public area, such as a front porch, front yard or similar.
- Staff should wear a provided face mask where appropriate.
- Staff should avoid touching or exchanging property with the student and should sanitize any work returned by the student before returning it to school.

### **HOME VISIT LIMITATIONS**

- Home visits are for the purpose identified only; they are not for “teaching” or for supervision.
- A parent/guardian must be present at all times during the visit.
- Home visits are limited to 30 min.
- A Home visit cannot be conducted if a safe place and time cannot be negotiated.
- Staff are not compelled to partake in Home visits.

### **COMPLETION AND FOLLOW UP**

Upon completion, staff are to return directly to campus and to document, albeit briefly, the outcome of the Home Visit. It is at this time that a decision is made regarding any follow up.

**Student Referral Form**

Student First Name:		Student Last Name:	
Year Level:		Class:	
Teacher's Name:		Date:	
Have you made a contact with the student?	Yes	NO	
When was the last contact?			
Did you make a contact with the parent?	Yes	No	Date:...../...../.....
Has any other staff members made contact with the student or the parent recently?	Yes	No	Name: ..... Date:...../...../.....
Outcome:			
Dad's Number:		Mother's Number:	

**I request a referral to Deputy Principal (Yes/No)**

<b>What are your concerns?</b>			
<b><u>Staff name:</u></b>		<b><u>Date:</u></b>	

**Deputy Principal Assessment**

<b><u>Date</u></b>	<b><u>Parent's Contacted</u></b> Yes/No	<b><u>Outcome</u></b>	<b><u>Follow Up Required</u></b> Yes/No