

Pre Visit Checks	During Visit Checks	Post Visit
<ul style="list-style-type: none"> <input type="checkbox"/> Identify Students <input type="checkbox"/> Collection of addresses <input type="checkbox"/> Share addresses with PC Walker for checking min of 24 hours before visit <input type="checkbox"/> Identify staff (X2) making home visit <input type="checkbox"/> Identify line manager contact <input type="checkbox"/> Print off and Complete Individual Risk Assessment Sheets (IRAS) Ref No.1 <input type="checkbox"/> Create Google Map of route (Share with line manager/Folder) <input type="checkbox"/> Print off department Calling Slips. <input type="checkbox"/> Staff Lanyards Visible <input type="checkbox"/> Department phones <input type="checkbox"/> Collect hand sanitiser and sanitiser wipes (Department) 	<ul style="list-style-type: none"> <input type="checkbox"/> Adhere to control measures stated in COVID-19 -Risk Assessment Form <input type="checkbox"/> Maintain 2 meter distance away from house door <input type="checkbox"/> Add comments to the IRAS, Re:ref no. 2 & 3 <input type="checkbox"/> If a student/family member is at home: <input type="checkbox"/> Check they are safe <input type="checkbox"/> Establish why no contact with college. <input type="checkbox"/> Collect new numbers <input type="checkbox"/> Give work to complete (If applicable) <input type="checkbox"/> If no one is at home: <input type="checkbox"/> Fill out Calling slip with contact details and post <input type="checkbox"/> Contact line manager/college link after each visit. <input type="checkbox"/> Any safeguarding concern, contact your department DSO in 1st instance 	<ul style="list-style-type: none"> <input type="checkbox"/> Safeguarding concern form completion (if applicable) <input type="checkbox"/> Review of visits to the line manager. <input type="checkbox"/> Identify any students for another visit <input type="checkbox"/> Scan & Upload IRAS to Promonitor <input type="checkbox"/> Add Promonitor comment. <input type="checkbox"/> Add non-contact student to the next Home Visit List.