

## **Policy 21**

# **Safe Working Procedure for Youth Workers in a Child and Family Home (with a Parent Carer Present in the Home) Policy 2025/2026**

### **21.1 Pre-Planning**

**21.1.1** Staff are not permitted to work in a family home without another adult present. Ensure that home working has been fully agreed by the family and child and that this is deemed the only option for provision. Ensure that the duty desk has previously cleared this arrangement, and that schools and agencies are aware of this taking place.

### **21.2 Daily Operations**

#### **21.2.1 Arrival**

- Check in as usual process with the duty desk.
- Ensure / check – Parent / Carer is on site and remaining on site
- Check who else is on the premises. Is this ok?
- Ensure you have work phone present on you (but only use to check in) no photos in bedrooms. Any other photos to be considered and agreed by all parties

#### **21.2.2 During the session**

- If entering bedroom. Check verbal consent before each time of entry
- Agree safe point of Parent / Carer – i.e. in hearing / in sight if possible

- Ensure bedroom door is never closed (must be kept open at all times). If student closes, then you must open if continues then you must leave
- Personal Belonging: Store personal belongings securely to avoid distractions and ensure safety
- Ensure considerations given at all times that this is the students home & safe place. We must not deliberately or accidentally make this unsafe for them

### 21.2.3 Departure

- Ensure closing off / check out with duty
- Ensure consideration is given to the choice of activity if there is one. Is it legal, age appropriate etc?
- Close off with Parent / Carer so they know how it went and that you are leaving
- Ensure your written report details outline of work and location (i.e. sitting room or bedroom etc)

Any further questions regarding guidelines in this policy then please contact one of the leadership team.

To ensure the effectiveness of this document our 'Safe Working Procedure for Youth Workers in a Child and Family Home (with a Parent Carer Present in the Home)' policy will be reviewed annually.

Signed:



Date: 02/09/2025

Dan Palmer

Founder / Director