



HOME VISITING Safety Checklist

This checklist was designed for the Wisconsin Birth to 3 Program. It outlines key steps for preparation, situational awareness, and response during home visits. It is intended to be used as a shared tool with your early intervention team to strengthen safety, communication, and consistency across visits.

BEFORE THE VISIT *Preparation and Planning*

- Review family information prior to visit (address, family members, pets, safety concerns).
- Confirm the appointment date, time, and purpose with the family in advance.
- Share your visit schedule, including address, intended participants, length of visit and expected return time via your program's communication plan.
- Ensure your phone is charged and emergency contacts are readily available.
- Plan your route - know the area, parking options, and nearest exits or safe public spaces.
- Avoid scheduling visits after dark or in isolated areas when possible.
- Bring only materials needed for the home visit. Make sure that any valuables are securely locked and out of sight in your vehicle.
- Dress professionally but comfortably, allowing for quick movement if needed.

ARRIVAL AND ENVIRONMENT CHECK *Situational Awareness*

- Park in a visible, well-lit area facing the direction you'll leave.
- Check surroundings before exiting your vehicle; avoid carrying large or multiple items.
- Note the address and surroundings - confirm you're at the correct home.
- Observe activity outside the home (people loitering, aggressive animals, etc.).
- Trust your instincts - if anything feels unsafe, it's OK to leave!

DURING THE VISIT *Personal Safety & Professional Boundaries*

- Position yourself with clear access to an exit at all times.
- Avoid entering bedrooms or other private spaces unless necessary and appropriate.
- Observe pets - it's OK to ask for them to be secured if they show aggression.
- Be aware of potential hazards (smoke, weapons, drug use, unsafe conditions).
- Keep your personal belongings (phone, keys, bag) within easy reach.
- Use calm, respectful communication; avoid confrontational language.
- Trust your instincts — if you feel uneasy or unsafe, end the visit politely and leave.

KEEP IN MIND *If a Safety Concern Arises*

- Remain calm; speak in a non-threatening tone.
- Avoid physical confrontation or trying to mediate disputes.
- Excuse yourself with a neutral statement ('Sorry, I need to take care of something. I'll follow up with you later').
- Exit the home immediately if you feel in danger. Once safe, contact your supervisor and, if necessary, law enforcement.
- If a child or vulnerable adult is in immediate danger, call 911. Document the incident according to program policy.

OTHER IDEAS

- Develop an agreed-upon safety code word or check-in protocol
- Make sure to keep an updated emergency contacts list for all team members to access
- Provide safety devices (first aid kit, flashlight, personal alarm, etc.)