

Face-to-Face Visits

Pre-Visit Checklist

20 JULY 2020 – FINAL VERSION

As we return to seeing families in person, there is an extra mandatory process to go through before every face-to-face visit. This includes visits in the family home, visits in alternative venues and visits held in outdoor spaces.

This document sets out that process. It is a checklist that you need to complete and casenote before every face-to-face visit.

You can find the casenoting procedure on the Guidebook here

<https://ascpractice.camden.gov.uk/early-help-guide/family-early-help-covid-guidebook/fscf-procedures-during-covid/face-to-face-visits-guidance-and-procedures/#main>

This list is not exhaustive, and you will need to make judgements with your line manager about managing risk depending on the unique circumstances of each family.

This checklist must also be used in conjunction with Camden and Islington Public Health Guidance on Home Visits (on the Guidebook here) <https://ascpractice.camden.gov.uk/early-help-guide/family-early-help-covid-guidebook/fscf-procedures-during-covid/face-to-face-visits-guidance-and-procedures/#main>

The checklist is on the next page.

FSCF
PRE-VISIT CHECKLIST

Task	Completed YES/NO
<p>I have done my individual risk assessment with my manager, it has been reviewed (and updated where necessary) within the last 20 working days, I have the necessary PPE (if identified by my risk assessment), and I know what, if any, additional social distancing measures I need to take.</p>	
<p>I have sent information sheets to the child, young person and parent about the social distancing measures we will take during face-to-face visits</p>	
<p>24-48 hours before the visit, I checked that neither I or anyone in my household :</p> <ul style="list-style-type: none"> ✓ Is shielding (see shielding information here https://ascpractice.camden.gov.uk/early-help-guide/family-early-help-covid-guidebook/covid-nhs-and-government-information/clinically-extremely-vulnerable-high-risk-people-shielding/#main) ✓ Has had symptoms of COVID-19 in the last 7 days - these are: <ul style="list-style-type: none"> ○ <i>A high temperature</i> – this means you feel hot to touch on your chest or back ○ <i>A new, continuous cough</i> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough it may be worse than usual) ○ <i>A loss or change to your sense of smell or taste</i> – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal ✓ Still has a temperature ✓ Are currently self-isolating or have been identified as a close contact of someone who has COVID_19 (under NHS Test & Trace) ✓ Has been discharged from hospital for COVID-19 in the last 14 days? <p>If the answer to any of these questions is yes, <u>do not proceed with the visit and notify your line manager – this will also trigger an immediate update to your individual risk assessment</u></p>	
<p>24-48 hours before the visit, I called the family and did a COVID risk assessment including asking:</p>	

Task	Completed YES/NO
<ul style="list-style-type: none"> ✓ Is anyone in the household shielding (see shielding information here https://ascpractice.camden.gov.uk/early-help-guide/family-early-help-covid-guidebook/covid-nhs-and-government-information/clinically-extremely-vulnerable-high-risk-people-shielding/#main)? ✓ Does anyone in the household have symptoms of COVID-19 that started in the last 7 days? These are: <ul style="list-style-type: none"> ○ <i>A high temperature</i> – this means you feel hot to touch on your chest or back ○ <i>A new, continuous cough</i> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough it may be worse than usual) ○ <i>A loss or change to your sense of smell or taste</i> – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal ✓ Does anyone in the household still have a temperature? ✓ Is anyone in the household currently self-isolating due to a household member having COVID-19 symptoms or having been identified as a close contact of someone who has COVID_19 (under NHS Test & Trace)? ✓ Has anyone in the household been discharged from hospital for COVID-19 in the last 14 days? <p>If the answer to any of these questions is yes, <u>do not proceed with the visit and notify your manager</u>. Talk with your line manager about alternatives, especially if the visit is deemed urgent.</p>	
<p>I have talked to the family by phone/text in advance to:</p> <ul style="list-style-type: none"> ✓ Check who will be present during the visit ✓ Confirm the purpose of the visit and the work I’d like to do with the family during the visit ✓ Made sure they have read and understood the information sheets about the social distancing measures we will take during the visit ✓ Check if 1 metre+ social distancing will not be possible inside the home, and discussed and arranged an alternative venue if necessary/appropriate 	
<p>I have casenoted on Mosaic that this checklist was completed for this visit, using the correct procedure</p>	
<p>Family Name [insert here]</p>	
<p>Mosaic Number [insert here]</p>	

Task	Completed YES/NO
Checklist completed by [insert name]	
Date checklist completed [insert date]	