



## **Family/Friend Visitation Policy**

1. No client will go home with staff unless approved by the Instructor/Coordinator.
2. Staff will make a written request to have a client go to their home or to a personal staff function.  
***The request will include:***
  - A. What they will be doing
  - B. Where they will be going
  - C. How long will they be there
  - D. How will the client benefit from the visit.
  - E. The request will be given to the Instructor/Coordinator 1 week before the activity.
3. Staff will have no friend or family visiting them at work.
4. Staff will not bring their children to work with them (exceptions will be made on an individual basis).
5. Staff will work with the clients to have social functions at the client's home. Such as a BBQ, holiday dinner, dinner party, movie night, etc... It is our job to encourage and build social opportunities for the client and not for ourselves.
6. Staff will make sure that when they are on an outing with the client that their primary focus will be the need of the client and not for their own personal interaction.

Originally written on 10/25/99 by J. Dillard-Foss

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