



Vetting and Regulation of Visitors to the Home Policy

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Vetting and Regulation of Visitors to the Home Policy

Policy Statement: The Children’s Homes (England) Regulations 2015

‘The protection of children standard 12.–(1) The protection of children standard is that children are protected from harm and enabled to keep themselves safe.’

This policy should be read in conjunction with Our Place Schools Safeguarding Children and Protection of Children Policy.

Aim of the policy-

The admission and supervision of all visitors to Our Place Schools is the responsibility of all employees working for Our Place Schools to ensure the welfare of the children is safeguarded.

In order to adhere to the safeguarding of young people at Our Place Schools, the following procedure must be adhered to by all employees.

Any manager or member of staff who receive a visitor to the home must ask to see photographic identification that verifies who they say they are, before they are admitted onto the premises, and ensure the visitor signs in and out of the building in **accordance with the visitors’ book policy. All managers and staff are required to** supervise and monitor any visitor during their time at Our Place Schools and where necessary, supervise the visit.

In any event where doubt about authenticity of identification occurs the visitor will be refused access to the home until appropriate verification has been obtained. A manager or the on- call should be contacted for clarification.

Official Visitors

- Social Workers and Social Work Managers
- Children’s and Families Directorate staff and managers**
- Residential Staff and Managers from outside the Home
- Health Professionals
- Police professionals
- YOS professionals
- Education Professionals
- Approved Independent Visitors
- Approved Regulation 33 Visitors
- Children’s Rights Staff**
- Ofsted
- Other associated professionals.

All of these above people should have valid Disclosure and Barring Service (DBS) checks. Proof of identity should be requested in all cases and if appropriate a valid DBS certificate.

Maintenance Workers

Our Place Schools maintenance employees and other maintenance Workers that do not have DBS checks must not be allowed access to the children or young people. They must report to a staff member, show identification and sign in and out; and be supervised during their time carrying out works at Our Place Schools.

Members of the Public

Members of the public are not to be allowed into the Children's Home, unless authorised by the Registered Manager. If a member of the public wants to meet with a manager or staff member this must be arranged by appointment and authorised by the Registered Manager. The meeting need not take place in the children's home building.

Whilst in the building members of the public must be supervised by a staff member or manager at all times and must not have any unsupervised access to the children or young people resident in the Home.

Parents, Relatives and Carers

Parents should report to staff and identify themselves. Staff should ask for proof of identity before admission. If the member of staff is unsure of their identity they should check with a manager on duty. Staff should also check the

'Contact Arrangements' of the relevant child on file to ensure there are no contact restrictions. Parents, relatives and carers are to sign in and out of the building using **the visitor's book.**

Supervision of parents and family members needs to be maintained both for the young people and themselves whilst visiting the home. Some parents and family members will quite rightly wish to spend some time alone with their child where appropriate and information on what has been agreed will be identified within the **young person's relevant plan. Parents and relatives** visiting will be advised of these arrangements for the protection of themselves and the other young people living in the home.

Friends

Young people's friends should be encouraged to visit the Home and made to feel welcome. This should be based on a 'risk assessment' being completed.

Friend's should identify themselves to staff and will need to be supervised in the same way as resident young people in the Home. Staff should check the individual young person's relevant plan for arrangements with friends. Friends should not be allowed to visit a young person's bedroom.

Volunteers

Anyone wishing to volunteer to help at Our Place Schools would need to go through the same vetting process as employees before being allowed access to young people. This would involve an application, interview, DBS checks, gaining references and undertaking some foundation training through induction.

It is the responsibility of all employees working for Our Place Schools to safeguard the welfare of all children in our care. It is professionally appropriate to challenge a visitor or refuse a visitor access to the Home if an employee has any concerns or needs to do any further checks.