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<b>VISITORS – ARRANGEMENTS FOR REGULATING, ACCOMPANYING AND VETTING</b>		

## Procedure

Arrangements for contact between young adults at SJD Homes and their parents, or anyone who has responsibility for them and any other significant people.

SJD Homes is a boarding institution but does not provide 52-week care. All young adults come to the SJD Homes on the understanding that they have a secure home base to which they can return during their stay and, it is hoped, when they leave the Semi-independent. The SJD Homes operates a six-term year in which young adults go home approximately every seven weeks. Such holidays are more frequent than, but not always as long as, holidays in mainstream Semi-independents, lasting from one week to five, depending upon the time of year. In addition, young adults return home for a weekend once a term (see SJD Homes calendar for details).

Requests by parents or carers to have a young adult home for other occasions during term time are discussed and an agreement reached. The SJD Homes makes clear its own position that, just as regular opportunities for the young adult to be at home are important and necessary, so too is a period of time spent at the SJD Homes without interruption in order that a sufficient degree of continuity is sustained for treatment to be effective. Holidays taken in term time also require the agreement of the Placing Authority which pays the fees.

While the young adult is at SJD Homes s/he can receive telephone calls, generally once or twice a week from parents or carers. The SJD Homes also encourages letters, and especially postcards, to be sent regularly to young adults because they have proved to be very effective in making a young adult feel remembered. Should any parent or carer wish to visit the Semi-independent, arrangements can be made to make this happen, including collecting visitors from railway station and /or ensuring the money is available from Placing Authorities to cover travel costs. This also applies for a young adult's Annual Educational Review or Looked After Young Adult Review held at the Semi-independent.

The SJD Homes holds at least two Open Days for parents and carers. Such events are valued very greatly by all participants. While there is often a particular theme, opportunities are also made for individual discussions with senior staff, care workers and teachers.

At no time is a young adult refused contact with a parent or carer who wishes to speak to him or her, unless of course that adult person either requests that such contact is not made or is prohibited by a Court Order or Social Services Department direction from doing so. In either case this fact will be noted in a young adult's file. This information is also displayed in household offices and on the intranet for easy reference by staff. The information is reviewed monthly.

Visits by the young adults' social workers, whether statutory or otherwise, are welcomed. These are to be arranged through the SJD Homes Secretary in partnership with the relevant key- worker/Household Manager to ensure that the SJD Homes diary is coordinated and manageable. The Therapies and Networks Team can also facilitate contact at the SJD Homes between young adults and their families if the young adult does not live at home.

All visitors must sign in on arrival and any unfamiliar family members must not be left unaccompanied by staff whilst on SJD Homes premises. Staff should check with colleagues or Local Authority professionals about a family member's suitability to be on site if they think that they have any cause for concern.

### **VISITORS' BADGES & LANYARDS**

All visitors must wear a visitor's card and lanyard; all staff must ensure that visitors wear them at all times during a visit.

All professionals will be expected to arrive with, and be able to provide, appropriate photographic identification when asked. This should be a form of identification provided by their employer but, at the Semi independent's discretion, could be a recognised alternative e.g., a driving licence.

Any professional who does not provide adequate identification may be refused entry or access to young adults.

When a visitor lacks any appropriate identification; if a member of staff, who is on site and available, can vouch for the visitor's identity and is willing to do so, they can indicate in the appropriate column of the Visitor's Book that they have done so. Any visitor gaining access to the SJD Homes in this manner will not have unsupervised access to any young adult, regardless of their status or the purpose of their visit. These visitors will also be required to wear a card with a red lanyard in order that staff is able to know the visitors 'level of clearance' on sight.

Certain visitors may be required to be on site that do not have DBS clearance, for example people contracted to undertake maintenance work. In general, these visitors will be briefed by appropriate staff and will not be left unsupervised. If it is expected that they will be working on-site for a sustained period and the work is pre-planned, they will be expected to obtain DBS clearance if they do not already have it. Any visitor who does not have DBS clearance will be expected to also use the red lanyards.

Any visitor who appears to be under the influence of drink or drugs will be refused entry beyond Reception and the referring Local Authority will be informed immediately of any such incident.