



Policy No: SJD/ORG/37	Authorised by: Davina Powell	Review Date: 2 nd November 2023
Policy Date: 12 th April 2021		Date of Next Review: 1 st November 2024
VISITORS AND CONTRACTORS		

1) General Principles

SJD Homes have a statutory duty under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Disability Discrimination Act 1995 and a common law duty to ensure that, so far as reasonably practicable, that the home is safe and that all visitors to the premises come to no harm.

SJD Homes staff are required to ensure all visitors such as parents, Local Authority Officials and contractors report to the manager on duty. They will be welcomed in a cordial, confidential, efficient, and purposeful manner.

Visitors will be asked to state the purpose of their visit, and to confirm their status by producing verifiable identification and documentation. When working at the premises contractors have a duty to ensure the health and safety of everyone in the house who may be affected by their work activities.

Also, they must cooperate with our health and safety policies and procedures. SJD Homes have a legal responsibility under the Management of Health and Safety at Work Regulations 1999 to ensure that all contractors when working on the premises act in a responsible and proper manner.

SJD Homes wish to work closely with the contracting boroughs to gain their views, opinions and have a commitment to promote equality.

2) Aims

- To ensure that the SJD Homes premises are safe and that visitors to the home come to no harm.
- To share good practice with the staff working at SJD Homes to improve the policy.

3) Responsibility for the Policy and Procedure

The Management Team has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Service Manager and Co-ordinator of the home to
- ensure all staff are aware of and comply with this policy;

- responsibility for ensuring that home personnel complies with all equalities legislation.
- nominated a designated Equalities 'Lead' to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- approval, implementation and review of this policy;
- responsibility for the effective implementation, monitoring and evaluation of this policy

4) Role of the Lead

- ensure all Staff, Young People and Parents are aware of and comply with this policy;
- work closely with the 'Lead' and Coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- ensure the health and safety of all visitors to SJD Homes by undertaking a Risk Assessment of the premises;
- ensure that all contractors when working at SJD Homes cooperate with our health and safety policies and procedures;
- ensure that all contractors act in a responsible and proper manner;
- come to an agreement regarding how the contractor can work at SJD Homes premises during periods when Young People are in the building;
- check to ensure that this working agreement is fulfilled;
- monitor the effectiveness of this policy;
- review the procedure to ensure the success and development of this policy is working in line with law

5) Role of the Coordinator

The coordinator will:

- lead the development of this policy throughout SJD Homes;
- work closely with the Service Manager and any nominated Senior Support Worker;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- report to the Service Manager on the success and development of this policy

6) Role of the Nominated Lead

The Nominated Lead will:

- work closely with the Service Manager and or the Home co-ordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the SJD Homes is aware of this policy;
- report to the management team regularly;
- comply with all aspects of this policy;
- take reasonable care of their own health and safety;
- take reasonable care of the health and safety of pupils, visitors and contractors;
- be aware of the working agreement between SJD Homes and any contractor undertaking work in the semi-independent unit;
- implement the equalities policy and procedures;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect about SJD Homes staff or Young People

7) Visitors and Contractors

Visitors will:

- report to the staff officer in charge of the shift upon entering the premises;
- confirm their status by producing verifiable documentation;
- enter their details in the visitors book;
- wear a visitors badge;
- be familiar with the procedure of evacuating the school building in the event of an emergency;
- sign in when entering the building and out when leaving the premises;

Contractors will:

- comply with all health and safety policies and procedures when working on the premises;
- act in a responsible and proper manner;
- come to a working agreement regarding how they can work on the premises during the day

8) Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by SJD Homes;
- support the Code of Conduct and guidance necessary to ensure smooth running of the establishment.

9) Raising Awareness of this Policy

We will raise awareness of this policy via:

- the website
- the Staff Handbook
- meetings with parents such as introductory, or individual reviews
- communications with staff during their 1 -1 or at weekly staff meetings or information displays in the main entrance notice board;

We ensure all staff have equal chances of training, career development so that they are kept up to date with new information and guidelines concerning equal opportunities. Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage the Young People and it helps to promote equality within SJD home.

10) Linked Policies

- Safeguarding & Child Protection
- Health & Safety
- School Security
- Risk Assessment

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by either the Coordinator, Service Manager, or Senior Support worker.