



TRAFFORD  
COUNCIL

# Services for Children, Young People and Families

Children in care

Children's homes

## Vetting of visitors

Reviewed March 2020 following COVID-19

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## **Following the UK outbreak of Coronavirus this policy was reviewed on 16 March 2020.**

The children's homes have implemented the restriction of visitors to the children's homes from 16<sup>th</sup> March 2020. This is being implemented to reduce the risk of contamination of the coronavirus.

The home is restricting non- essential visitors and will be reviewing the diary each week to agree which visitors are to be restricted.

For example:

- Contractors undertaking essential emergency repair will be able to visit but everyday non-emergency repairs will be cancelled.
- Return from missing interviews can be undertaken over the phone where possible or arranged away from the home setting
- Services will be advised that visitors are being restricted and will be asked to phone in advance.

All visitors will be asked to wash their hands on entry to the home, any visitor refusing to do so will not be able to remain.

Whilst it is important that children have visitors we need to balance this with the need to maintain a clean and safe environment.

## **Introduction**

It is important that children have visitors to the home.

Visitors to the home are to be considered as anyone who enters the home who is not a resident of that home or a member of staff employed at the home or temporarily working at that home.

Staff have a duty to ensure all visitors to the home are authorised and sign the visitors book.

## **Purpose of vetting**

All visitors to the home must be vetted.

It is essential that staff are aware of the arrangements for the vetting of visitors to the home so that children and young people are not exposed to potential harm.

Arrangements for visits should always ensure that children's rights to security and privacy are not breached.

Staff are responsible for the management of visitors to the home in the interests of the safety and welfare of residents.

# Procedures

All visitors to the home must be asked to identify who they are and for what purpose they are visiting the home.

All visitors, (this includes police officers, Health visitors, maintenance contractors etc.), must show ID prior to entry. Do not presume a visitor in a certain uniform is from that company, request and check ID prior to entry.

Staff have the right to refuse entry to any visitor to the home who is believed to be under the influence of alcohol, substance misuse, or is displaying intimidating or aggressive behaviour. This must be recorded.

All visitors are to be recorded in the visitors book on arrival; the following information must be entered:

- Name
- Date
- Reason for visit
- Time in
- Time out

Visitors are given a visitors pass which includes Name, Company, Vehicle Reg, Time in and date.

All visitors should be advised about fire regulations and toilet facilities.

All visitors to the home, who have not had a satisfactory Criminal Record Bureau check

must be risk assessed and must be supervised by the staff on duty, being aware of which young people are at home and their whereabouts within the home.

Recording – all visitors to the home must be entered in the log book or observation/contact records. If a visitor is refused admission or has their visit terminated this must be recorded, stating the reason, the circumstances and any other relevant observations/information.

## Visitors to children

Whilst welcoming visitors, the needs of the other children residing at the home and the number of people at the home at any one time must be considered.

The home should have clear rules and expectations about visitors. These must be explained to children on admission. Rules must be reviewed regularly at staff meetings and young people's meetings.

Visits and contact arrangements for individual children should be agreed at planning meetings and reviews. The care plan and LAC documentation should also indicate the arrangements for contact. Staff must monitor these arrangements and discuss progress with the social worker.

If notice of visitors is required, children need to be made aware of this and reminded regularly.

No friends or visitors are allowed to stay overnight at the home.

Children should be encouraged to invite a visitor to stay for a meal, if practicable.

Visitors are to be made to feel welcome and offered drinks.

Staff on duty can refuse or terminate a visit if there is a suspicion, concern or circumstances that justify such action. This must be recorded, stating the concern, the circumstances and any relevant observations/information.