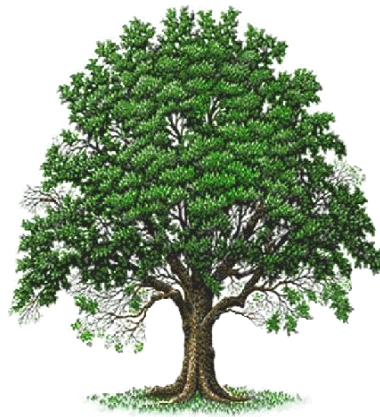


**St. Joseph's Specialist Trust**  
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Website: [www.st-josephscranleigh.surrey.sch.uk](http://www.st-josephscranleigh.surrey.sch.uk)

# **Procedures for Visiting our Children's Home During Coronavirus Health Crisis**



*Christ in our Lives*  
*'No limits ... just possibilities'*

Created: March 2020

## **Families and other visitors attending St Joseph's Specialist Trust**

### **Scope**

Family members and other essential people such as social workers visiting young people who reside within the children's home at St Joseph's Specialist Trust.

### **Protocol**

1. All families and visitors must pre plan their trip. There are no unannounced visits to the site.

1.1 All families and visitors will be asked by the Home Manager at the point of arrangement the following questions.

**During the current Coronavirus health crisis please confirm prior to your visit whether you/ any family member:**

- **has any of the symptoms associated with Coronavirus?**
- **has been in contact with anyone else displaying symptoms of this nature?**

1.2 If they, or anyone else in their family is either showing symptoms of COVID 19 or is in self isolation. If yes to either of these questions, you will not be permitted on site until you are clear of symptoms or out of self-isolation.

1.3 Please provide a contact number should we need to contact you prior to your visit.

1.4 If the child you are visiting displays symptoms ahead of your visit, then they must remain self-isolated - you will already be made aware of this in the previous telephone call in 1.2

1.5 Prompt arrival would be very much appreciated as we will support the young person to be ready on time. Significant delays may mean we cannot facilitate the visit.

1.6 Upon arrival, families and visitors must park in the designated visitor bay and must call the on-call manager on 07701 343836 to announce your arrival.

1.7 The on-call manager will arrange for your young person to be brought to you. Please remember staff will be keeping the required social distance from you of 2 metres. Please would only one visitor interact with staff

1.8 You are more than welcome to use any of the lovely grounds we have at the front of the school except the field in front of the pavilion.

1.9 If it is raining, we will arrange for you to use the school hall. A staff member will need to stay with you. There is a toilet in this area which will be shown to you by staff. However, we must restrict the number of visitors to 2 people only if indoor visits are necessary. Please note this option is only available if it rains.

1.10 When your visit has ended, please phone the on-call manager who again will arrange staff to come down to you

1.11 Staff will social distance as per 1.7 for the handover back to staff

### **Procedure Review Schedule**

<b>Date</b>	<b>Details</b>	<b>By Whom</b>	<b>Version</b>
March 2020	Procedures created	Alan Day	V1