

St. Joseph's Specialist Trust
Amlets Lane, Cranleigh

Surrey, GU6 7DH

Website: 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
Reviewed: January 2022

Families and other visitors attending St Joseph's Specialist Trust

St Joseph's Specialist Trust comprises of a specialist school and college, registered children's home and supported living houses, together "St Joseph's". This policy relates to the registered children's home.

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 visitors must confirm prior to their visit whether they/ 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, they will not be permitted on site until they are clear of symptoms or out of self-isolation.

1.3 All visitors must provide a photograph of a lateral flow test carried out on the morning of their visit by email to the staff member organising the visit. If a visitor is unable to test prior to attending they must remain in their car on arrival and call the on-call manager on 07704 341307 and a staff member will bring a test to them to be carried out in their car and the result recorded by the staff organising the visit. Any visitors on foot should follow staff directions as to where to test. Anyone testing positive will be required to leave the site immediately.

1.4 Visitors must provide a contact number should we need to contact them prior to a visit.

1.5 If the young person being visited displays symptoms or tests positive ahead of a visit, then they must remain self-isolated – visitors will already be made aware of this in the previous telephone call in 1.2

1.6 Visitors' 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.

- 1.7 Upon arrival, families and visitors must park in the designated visitor bay and must call the on-call manager on 07704 341307 to announce your arrival.
- 1.8 Visitors must wear a mask or if unable to wear a mask another appropriate face covering whilst staff are present during their visit irrespective of any current government guidance to the contrary in line with St Joseph's direct guidance from PHE. Masks or face coverings should be worn for the duration of an indoor visit. Masks may be removed for an outdoor visit with a young person once staff have left.
- 1.9 Visitors should bring sanitiser gel to use during their visit or will be provided with gel to use by staff.
- 1.10 The on-call manager will arrange for the young person to be brought to the visitors. Staff will be keeping an appropriate social distance from visitors depending on the support they will need with the young person and their risk assessment. Only one visitor should interact with staff.
- 1.11 Visitors are more than welcome to use any of the lovely grounds we have at the front of the main building except the field in front of the pavilion.
- 1.12 If the weather prevents meeting outdoors, we will arrange for visitors to use the school hall. A staff member will need to stay with visitors. The toilet in this area will be shown to visitors by staff. Visitors will be restricted to 2 people only if indoor visits are necessary.
- 1.13 When a visit has ended, the visitor should phone the on-call manager who again will arrange staff to come down to visitors to accompany the young person back to their house.
- 1.14 Staff will social distance during handover as per 1.7

Procedure Review Schedule

Date	Details	By Whom	Version
March 2020	Procedures created	Alan Day	V1
October 2020	No Changes	Alan Day	V1.1
November 2021	No Changes	Alan Day	V1.2
January 2022	Minor changes	Lizzie Hurst	V1.3