

Visitor Policy

Policy last reviewed: December 2024
Agreed by: Leadership and Management Team
Shared with staff: March 2022
Frequency of review: Every three years
Date of next review: March 2027
Written by: Leadership and Management Team
Head of Service: Jane Peters

The purpose of this policy and its associated procedures is to ensure the safeguarding of all children and young people.

Berkshire Sensory Consortium Service (BSCS) welcomes the opportunity to work with other professionals, visitors from other Services and those undertaking mandatory qualifications.

Objectives

The key objective of this policy is to have in place a clear protocol and procedure when external visitors accompany BSCS staff on visits to schools, homes, our preschool groups and other BSCS organised events.

The policy also covers visitors who may be undertaking their professional qualifications and are on Teaching Practice placements and Service observations.

Prior to the visit

- The visit must be organised in advance and agreed with either the Head of Service or a member of the Leadership and Management Team before the visit is agreed or takes place.
- The family, school, college or early years setting must be advised that another professional will be shadowing the BSCS staff member giving sufficient advance notice. *Permission may not be given and this must be respected.*
- The joint visit must be recorded on the BSCS members google calendar with the name of the visitor, the location, and the pupil.
- If meeting with pupils on the BSCS caseload parents must be informed and written consent given before the visit is made, an email will suffice.

- Clear explanations as to the purpose of the visit must be agreed and shared with all settings and the family.
- External visitors will be asked to bring photo ID and their DBS certificate. If they do not have a DBS certificate they must be accompanied at all times and never left unsupervised.
- External Visitors must agree that the visit is not to be used as an opportunity to promote their own organisation, or views unless it is part of specific joint working with the BSCS and the visit is for this purpose..

During the visit

- Professionals will be required to show their photo ID and DBS.
- BSCS staff will ensure that when visitors are shadowing a member of the team, they are supervised at all times.
- Students on placements may be unsupervised but this will be agreed as part of the arrangements with the sending organisation, the Service and the setting.
- No photographs may be taken of children, the families or the setting.
- Mobile phones should not be used during the visit -there may be specific guidance around mobile phones in settings which must also be adhered to.
- Any notes taken should not identify a specific child, setting or family.

Safeguarding

- Any safeguarding or child protection concerns should be reported immediately to the Designated Safeguarding Lead (DSL) of the setting and to the BSCS DSL.

Note: Technology support/ trainers from BSCS approved companies e.g. Phonak, Humanware and Sight and Sound Technology must abide by the school's visitor policy.