

PEOPLE (CHILDREN'S SERVICES)

DEVON HOSPITALS SHORT STAY SCHOOL

RD&E, EXETER AND NDDH, BARNSTAPLE - CLASSROOMS

Visitors to the Classrooms – Guidelines

(see Managers' Visits Policy)

Whilst we welcome visits to the classroom by those other than medical staff on Bramble Unit, the following must be adhered to in order to guarantee the safety and wellbeing of pupils.

- Where at all possible, visits/visitors should be arranged in advance and details given to the medical clerk to record on the ward list. This will ensure that access onto the ward in the first instance is controlled.
- All visitors must be welcomed by a member of the school staff and must sign in/out using the visitors' book.
- Visitors must be accompanied to the ward entrance at the end of a visit.
- It is acceptable to challenge unexpected or unknown visitors to establish their credibility.
- When in the classrooms and/or on the ward, visitors must be accompanied at all times.
- In line with DBS procedures, those who visit on a very irregular basis and who have only supervised access to pupils do not need to undergo a DBS check. However, where visits are more regular (e.g. Artists in residence) a DBS check will be required.
- Parents are welcome to accompany their children in the classrooms provided that it does not compromise the health and safety of other pupils and that it supports the pupils in engaging with school and the curriculum. However, in the majority of cases, we would encourage parents to use the opportunity to take a break and allow their child to access learning with the teacher/s.
- Where pupils other than their own child are present in a classroom, parents must be accompanied by a teacher at all times.