



## WHISPERING TREES VISITORS POLICY

Visitors to Whispering Trees are very welcome but their attendance is carefully monitored.

The field gate entrance is kept locked. There is a bell which visitors ring to signal their arrival and they are met at the gate by a member of staff. All staff members hold an enhanced DBS check.

The term visitors include parents, trades and delivery persons, other members of the public and education / therapeutic / child care professionals.

### Parents

- Parents will be asked to show an I.D document on their first visit to the site.
- Parents may drop their children off - handover to staff will be at the gate.
- Should parents wish to meet with staff or come through the gate to support their child, they will be accompanied by staff throughout their visit.

### Trades and delivery persons

- Tradesmen will usually be on-site when children are not. They will be required to sign in.
- In an emergency situation, when a tradesman needs to attend at short notice, they will be escorted on to site, be required to sign in, accompanied at all times by a member of staff in the course of their repair and escorted off site.
- We have a small team of regular tradesmen who will be expected to sign in.
- Delivery persons will leave smaller items at the gate. Larger items may be dropped off inside the gate but, whilst on the Whispering Trees site, they will be accompanied at all times by a member of staff.

### Members of the public

- Apart from the parents of possible future participants on a preliminary visit and visiting animal care personnel, members of the public are asked to confine their visits to days when the pupils are not on site.
- Parents accompanying potential young participants will be greeted at the gate, will sign in and wear a lanyard bearing their details, be supervised at all times by the member(s) of staff they have come to see and escorted from site when their visit has come to an end.
- Anyone who is on the Whispering Trees site for the benefit of the animals will be greeted at the gate, supervised at all times by one of our animal care personnel - Yvonne Davidson or Colin Ward - and escorted from the Whispering Trees site.



## Professional colleagues

- Visiting professionals are met at the gate, asked to show their DBS on their first visit and their I.D then and each visit thereafter. They are expected to sign in and to receive a lanyard bearing their professional details.
- If the professional visitor is to regularly work with children, the Local Authority or agency supplying them is asked to vouch for them. If the person is a member of a professional body (e.g BACP, RCSLT, BAMT) we should also expect to take their membership details on their first visit.
- If the professional visitor is working alone with children, members of staff will be in close proximity, in the interests of the child and the adult. To maintain confidentiality, close proximity does not mean within hearing distance of non-raised voices.

An additional safety measure is that, apart from during the above professional visits, young people are never left on their own but are always supervised by staff. The supervision may be subtle and deliberately not crowding the young person but each participant will be in sight of a staff member except for when they are in the toilet. Even then the door will be in sight.

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| Policy devised by Dave Butcher | 01/04/2023 |
| Reviewed: Lynne Dalby          | 05/09/2025 |
| Next review:                   | 05/09/2026 |