

CHILDREN AND YOUNG PEOPLE AT ANGLIA CARE TRUST OFFICES POLICY



Anglia Care Trust is committed to the safeguarding of children and young people. Due to the diversity of our service users, we need to always bear this in mind when we have visitors at our offices.

Service Users on ACT's premises must be supervised and escorted at all times.

Where it is known that children or young people will be in one of our properties, the following procedure must be implemented;

1. Clearly book the time and date of their visit
2. Book a suitable room for their appointment
3. Advise Business Support of the time and date of their appointment.

Upon arrival, Business Support will immediately show them to the meeting room and then advise you they have arrived. If they arrive early and the room is not free, they will be asked to leave and return at the appointed time.

There will be minimal delay in Reception to facilitate this safeguarding procedure.

Children should never be left alone at any time in ACT premises and remain the responsibility of their parent/guardian/carer at all times.

Date of next review – October 2019