



Guidance for Visitors to Dr Graham's Homes (The Homes)

Visits to The Homes are welcomed, however there are specific procedures to be followed before such visits take place.

Applying to visit:

- 1. In the interests of safeguarding, any DGHUK sponsor or correspondent wishing to visit their supported child should in the first instance contact the Sponsorship Secretaries of DGHUK. All contact details can be found on the Visitor Enquiry Form.**
 - a. A **Visitor Enquiry Form** (attached) should be completed by each person involved in the visit and returned to the DGHUK Sponsorship Secretaries.
 - b. The Sponsorship Secretaries will then forward the completed enquiry form to The Homes, after which all further communication should be made directly with the School Principal or his delegated representative.
- 2. Sufficient time is needed in order to liaise with the Principal, the Headmaster and the senior management team, so that proper and effective arrangements are put in place to provide a welcome to visitors, while at the same time minimising disruption to the daily life on campus of pupils, whose education, welfare and safety is paramount at all times.**
- 3. For longer visits of four days or more, disclosure checks may be required. This will involve the individual applying for and exhibiting a disclosure certificate or criminal record check, or similar.**

Note: To allow sufficient time for this, a minimum of three months should be allowed before the expected travel date in order for this process to be completed.

Disclosure Checks: There are different options, depending on the residential location of the individual.

- Scotland (<https://www.mygov.scot/disclosure-types/>)
- England and Wales (<https://www.gov.uk/request-copy-criminal-record>)
- Northern Ireland (<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>)

- 4. Anyone wishing to visit The Homes who is not sponsoring or corresponding with a child through DGHUK should make direct contact with the School Principal, Neil Monteiro, via email - neilconrad69@gmail.com .**

When at The Homes:

On arrival at the Homes, all visitors should report to the main office, where they will be given a visitor's badge and will be introduced to the member(s) of staff who will be escorting them throughout their visit.

- a. **Even where a visit is approved by The Homes, the school administration and the party leader / individual must ensure there is no 1:1 contact between any visitor and a child, except in the presence of a member of staff from the school.**
- b. If visitors are part of a group, the party leader must ensure that members of the party fully comply at all times with any guidance or requirements that are made known by an official and/or senior representative of the management team at the Homes, whenever they are on campus.
- c. If a sponsor or correspondent of a child wishes to visit the cottage in which their supported child lives, then the link staff member from the Homes should be informed so that a properly supervised visit can be arranged at the convenience of the cottage parents and the sponsored child.
- d. **Before taking photographs or videos** of any individual child an explanation should be given explaining how the photograph/video will be used, and permission must be granted by the child. If the child is under 7 years of age, then permission should be sought from the child's main carer or the member of staff accompanying the visitor. For group photographs, permission must be sought from the responsible adult.

e. **Please note this extract from the Joint Safeguarding Policy (Appendix G).**

DGHUK takes the following steps to prevent harm through communications, including social media and digital technology (using photographs/videos/audio clips, stories, articles, or any other communication materials):

- i. *Material posted on social media or digital technology will not contain the family name, The Homes admission number, or personal location/address of children if different from that of The Homes.*
- ii. *Material about any child will not be geo-tagged to precise locations if it contains any part of their name or other identifying information.*
- iii. *Personal information about anyone connected with Dr Graham's Homes that is captured, stored or sent through electronic, on-line or mobile devices is password protected.*

f. **If a safeguarding disclosure is made to an individual by a child or adult,**

They should:

- Listen carefully rather than question them directly.
- Stay calm and not offer their personal opinions/thoughts.
- Tell them that they are being listened to and that they are being taken extremely seriously.
- Seek medical attention if necessary.

They should not:

- Offer to keep confidential any information disclosed. Instead, make them aware that there may be occasions where they have to pass the information to another adult or to the police.
- Make any promises.
- Interrogate them – it is not the listener's job to carry out an investigation.
- Make suggestions or 'put words into his or her mouth'.
- Cast doubt on what they have said.
- Interrupt or change the subject.
- Say anything that makes the pupil feel responsible for the abuse.

After listening, the individual should report the disclosure to the school authorities / Lead Safeguarding Officer.



Visitor Enquiry Information Form

We are delighted that you would like to visit Dr Graham’s Homes in Kalimpong. In the interests of safeguarding, it would be helpful to know something about you and your planned visit. Please would you complete and return the form below either directly to the Principal or Sponsorship Liaison Officer at The Homes, or in the case of DGHUK sponsors or correspondents, to the DGHUK Sponsorship Secretaries who will then forward it to The Homes. From this point on, all communication will be made directly with the Principal or his delegated representative.

Please note that for reasons of safeguarding, if you visit Dr Graham’s Homes, DGHUK will keep your information on file for the period of time specified in our Privacy Policy.

For full details of how we manage and use your personal data please see our [Privacy Policy](http://drgrahamshomes.co.uk) which can be found on our website (drgrahamshomes.co.uk). If in the future you wish to view or change the data we hold about you, change your mailing preferences, or have the data we hold about you deleted, please contact us in writing or by email (see below).

Please note, if more than one person is visiting The Homes, each individual visitor is required to complete a form.

Title:	Forename:	Surname:	
Address:		Post / Zip Code:	
		Country:	
Email address (<i>required</i>):		Telephone (<i>required</i>):	
Do you sponsor or correspond with a child in The Homes? Yes / No			
If so, please enter the child’s/children’s name(s)			
What is the main purpose of your planned visit?			
If you expect to be part of a group or tour party visiting The Homes, please enter the name of that group here:			
Expected date of arrival at The Homes, Kalimpong:			
Expected date of departure from The Homes, Kalimpong:			
I wish to continue to receive information about DGH in the future:		YES	NO
Signature:		Date:	

Dr Graham's Homes contact details:
 Principal: +91 99339 99270 neilconrad69@gmail.com
 Headmaster: +91 94343 08822
 Secretary School Management Committee: +91 98147 13614

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