



**Broadstep Academy Illinois**  
POLICY AND PROCEDURAL MANUAL

DEPARTMENT: Clinical

SUBJECT: Visitors

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**POLICY**

To clearly state client rights with respect to visitors.

**PROCEDURE**

1. Individuals intending on visiting specific clients must be authorized by parents/guardians using the client's "Residential Designee Form".
2. Any visitor intent on visiting a client or a group of clients must receive prior authorization from supervisory staff.
3. All visitors will utilize the Visitors Log, stating their name, time of arrival/departure, purpose of the visit. The visitors log states an agreement to abide by all Broadstep Academy Policies and Procedures including confidentiality.
4. Visiting will be limited to specific areas of the building/grounds to protect the privacy and confidentiality right of other residents.
5. Normal visiting hours during the week are between 3:00 p.m. and 8:00 p.m. Weekends and holiday hours are between 9:00 a.m. and 8:00 p.m. Individuals requests outside of these hours are to be arranged through the resident's social worker.
6. Visitors should be cautioned with regard to the rights of the residents.
7. The in-charge staff shall monitor the visitors/resident interactions to assure that all Broadstep Academy policies and procedures are followed.
8. If a crisis situation arises, in-charge staff will be responsible for ensuring the safety and rights of all residents are protected. In the event of a crisis situation, visitors may be requested to leave the immediate area, and/or the facility.

9. Friends: In some cases residents may become friends with local youth. Visits from such individuals must be discussed and approved by the Treatment Team. Once the parent/guardian gives permission for these visits, the Social Worker is responsible for notifying the appropriate departments. All visits will be monitored.
10. Tours: Broadstep Academy maintains the right to tour people through the facilities, both for educational and informational purposes. These visitations will be conducted so that they minimally interrupt the client's usual activities and therapeutic programming. Unless specifically indicated, residents shall be informed in advance of such visitations and residents shall never be discussed by name within hearing distance.
11. Broadstep Academy-IL shall allow visitation at any time, with or without prior notice by personnel from the State Board of Education or the contracting public-school district of any enrolled students.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
President of Operations