


Mercia School

Visitor Policy



Author:
Joshua G. Fisher
Deputy Headteacher

This policy has been approved by the Local Governing Body and signed by the Chair of Governors	
Completion date	September 2019
Review Date	July 2020

Contents

Page 3	Principles
Page 3	On arrival
Page 3/4	Respecting our Ethos
Page 4	Collaborative Working
Page 5	Appendix

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Principles

At Mercia School, we believe in excellence, determination and a school environment that is kind and nurturing. We encourage partnerships with a wide variety of stakeholders and work hard to maintain mutual respect and recognition of shared responsibility for the children. All visitors to the school must be approved by the Headteacher or Deputy Headteacher.

The code of conduct for visitors to school is that of mutual respect. We will always show respect to our visitors and we expect respect in return. Included in this is respect for school property, other visitors and children. Please note visitors to who do not show respect and courtesy will be asked to leave the school premises.

Under no circumstances will Mercia School share curriculum resources. We ask politely that you do not request this information from any member of teaching or support staff.

On arrival:

1. Please sign in with school reception. Our receptionist will take you through safeguarding procedures. Please note our Designated Safeguarding Lead is Mr Dean Webster. Designated Safeguarding Deputies are Joshua G. Fisher, Ruth Hollingsworth and Louise Molloy.
2. The school administration team will happily look after all belongings in the school reception area. Belongings will be kept safely and securely.
3. Please be aware that we do not tolerate visitors texting/taking notes/emailing/typing whilst conducting a visit to our school.
4. Mercia School is a 'No Mobile Phones' school. Please ensure your device is switched off before leaving the reception area.

All visitors must respect the ethos of the school by:

- Not disturbing the pupils during lessons – please do not speak with them as they work;
- Not requesting any curriculum resources/booklets are shared. Our curriculum is designed for the pupils we teach. We encourage schools to design curricula that meets the unique needs of their school and catchment.
- Only speaking with a teacher during a class if they invite a conversation. Otherwise, please do not distract them from teaching our pupils;
- Showing complete respect at all times by not speaking loudly on the corridor or using mobile phones on the school site. We employ a silent corridor policy and visitors must only whisper;
- Speaking positively with the pupils during break and lunch – do not openly admonish the school's approach with the pupils;
- Showing care and consideration to the pupils and staff – be respectful, show your gratitude and be kind to all who work/learn at the school;
- Not filming our pupils – if you are discovered using your mobile phone (or any other electronic device) you will be asked to leave the school site;
- Respecting the school building. Please walk around the building with care and report any health and safety issues to the Headteacher or Deputy Headteacher;
- Not using loud or offensive language, swearing, cursing or displaying temper/frustration. We are a school that values self-discipline;

- Not sending abusive or threatening emails, text/voicemail/phone messages or other written communication;
- Refraining from using defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff at the school on Facebook or other social media sites;
- Abstaining from the use of physical aggression towards another adult or child;
- Not smoking, or consuming alcohol or drugs whilst on the school site.

Collaborative Working

Mercia School welcomes the opportunity to work in partnership with professional colleagues. Colleagues from within the Mercia Learning Trust and from other schools must contact the Headteacher directly (via email) about a proposed visit to Mercia School. Other colleagues must not be disturbed from their day-to-day duties and responsibilities. The email must include a completed 'Visit Request' form (Figure 1) which can either be submitted as an email attachment or via our school website here:

<https://www.merciaschool.com/visit-us>

The Headteacher will respond to each visit request. visit programme will be determined and finalised by the Headteacher.

Appendix

Figure 1: Visit Request Form

Name:	<input type="text"/>	Contact Number:	<input type="text"/>	DBS:	<input type="text"/>
Possible dates that you could visit:					
Why do you want to visit Mercia School?					
What do you think about the ethos and values of Mercia School?					
What do you want to achieve from your visit to Mercia School?					

