

MERE SCHOOL

Visitors Policy

Purpose

Mere School is committed to providing a safe, secure, and welcoming environment for pupils, staff, parents, governors, contractors, and visitors. This policy outlines the procedures that all visitors must follow when visiting the school premises.

Scope

This policy applies to all visitors including:

- parents and carers,
- governors and trustees,
- contractors and suppliers,
- volunteers,
- guest speakers,
- external agencies and professionals,
- prospective parents and pupils,
- members of the public.

Visitor Procedures

Arrival

All visitors must:

1. enter the school through the main reception.
2. sign in using the school's visitor logbook.
3. provide identification if requested.
4. state the purpose of their visit and the member of staff they are meeting.
5. Receive and wear a visitor badge at all times while on school premises.

Arrival of visitors is monitored on our CCTV system.

During the Visit

Visitors must:

- remain with their host or in authorized areas only.
- follow all school safeguarding and health and safety requirements.
- wear their visitor badge visibly at all times.
- respect the privacy and wellbeing of pupils and staff.
- refrain from using inappropriate language or behaviour.

Departure

Before leaving, visitors must:

1. return their visitor badge.
2. sign out at reception.
3. follow any additional departure procedures if required.

Departure of visitors is monitored on our CCTV system.

Safeguarding

Mere School places the safety and welfare of children at the centre of all activities.

Visitors must:

- report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL) or a member of the Senior Leadership Team.
- never be left unsupervised with pupils unless appropriate safeguarding checks have been completed.
- follow staff instructions regarding pupil safety and welfare.

Photography and Recording

Visitors are not permitted to:

- take photographs or videos of pupils without prior authorization from the Headteacher.
- record conversations, lessons, or school activities without permission.

Unauthorized photography or recording may result in removal from the premises.

Contractors and External Providers

Contractors and service providers must:

- sign in on arrival.
- comply with school health and safety procedures.
- provide evidence of qualifications, insurance, and safeguarding checks where applicable.
- work only in agreed areas and follow school instructions.

7. Health and Safety

Visitors must:

- familiarize themselves with emergency evacuation procedures.

- follow all fire safety instructions.
- report any accidents, hazards, or incidents immediately to school staff.
- adhere to any site-specific safety requirements.

Unauthorised Visitors

Any person on school premises without permission may be asked to leave immediately.

The school reserves the right to:

- refuse entry to any individual.
- remove individuals whose behaviour is considered inappropriate, threatening, or unsafe.
- contact the police where necessary.

Confidentiality

Visitors may become aware of confidential information regarding pupils, staff, or the school.

All visitors are expected to:

- maintain confidentiality at all times.
- not disclose information obtained during their visit without authorisation.
- comply with relevant data protection requirements.

Monitoring and Review

This policy will be reviewed every 3 years (or sooner if necessary) by the Headteacher and Governing Body to ensure it remains effective and compliant with current safeguarding and health and safety requirements.