



Dream Believe Achieve

Covid Policy For Visitors

Signed by Chair of Governors

Kerry Scott

Date ratified by Governors

25/11/2020

Date to be reviewed by Governors

24/11/2020

Belmont Park School

COVID Policy for Visitors

September 2020

Dear Visitors,

As I am sure you are aware the COVID virus is impacting every area of society, schools included. There is on our website a full risk assessment that outlines all of the steps that we have taken at Belmont Park School to mitigate against the spread of the virus, please do feel free to access and read the full document.

However, to aid your efficient understanding of procedures please familiarise yourself with the following summary of the key points that you need to be aware of:

1. If you have any symptoms of COVID, please do not enter any further into the school building. Immediately leave and follow the Government guidance on obtaining a test.
2. If you start to feel unwell while you at Belmont Park School with potential symptoms of the virus please speak to the School office.
3. Face masks should be worn whilst you travel around the school, and if you are unable to maintain 1m distancing from those you are meeting with. As an external visitor to the school you are expected to provide your own mask for this purpose but we can provide you with a mask if you do not have one.
4. Please sign in at reception on arrival as normal. This register will be used with the contact details we already hold for you to cooperate with the Governments track and trace scheme should it be requested.
5. On arrival and before proceeding around the rest of the school the receptionist will take your temperature before granting access to the main school building.
6. Hand sanitiser is located for your use in reception and in each teaching room around the school. Please use it on entry and exit if you are not able to use your own personal supply.
7. There is a one-way system in operation in all areas of the school. Please do follow this as you move around the school, this will help to reduce the potential face to face meetings that you may have with students and colleagues.
8. If you are delivering a lesson in a classroom, please familiarise yourself with the "staff zone" at the front of each room. This is a space for staff only, and provides them with a space to work from during the lesson. Please make use of it. You are not restricted to only staying within it for the whole lesson and you are able to circulate around the class for brief moments as required but please be mindful of maintaining your distance from students as much as possible.
9. When seated in a classroom and facing in the same direction students may remove their face masks. They may also wish to keep them on if they prefer to do so.

10. Whilst teaching or meeting with a student, staff may continue to wear a face mask if they wish to do so. But once in the meeting or classroom, if content that suitable distance can be maintained from others colleagues may remove their face mask.
11. Should you need to use the toilet whilst on site, you are welcome to use any of the staff toilets. Please be mindful of the handwashing advice provided by the Government and utilise the soap and handtowels provided.