



# KINGSWOOD SECONDARY ACADEMY

## **Revised Operating Procedures - Visitor Information**

### **Purpose**

The purpose of the Revised Operating Procedures is to facilitate the full reopening of Trust Academies, **only** in accordance with the guidance issued by the UK Government. Any attempt to operate provision outside the scope contained in the guidance will leave the Trust and individuals exposed to potential prosecution as it will be operating outside of any nationally recognised advice or scientific evidence.

The full UK Government guidance can be found here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

### **Preventing Covid-19 cases**

Please do not enter this Academy if you have any symptoms of Covid -19:

#### **The main symptoms of coronavirus are:**

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms. If you have travelled abroad in the last 14 days, please inform reception.

#### **General Government Guidance to reduce Covid risks:**

- Wash hands-keep washing your hands regularly
- Cover face-wear a face covering in enclosed spaces
- Make space-stay at least 2 metres apart - or 1 metre with a face covering or other precautions



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## Kingswood Secondary Academy Specific Arrangements:

- Our students are located in year group bubbles in clearly demarcated zones across the school, students are not permitted to cross into other year group bubbles
- Staff moves to students in their year group bubbles (not the other way round)
- Adults are expected to keep a 2m distance from students and other adults at all times
- All visitors **MUST** wear a mask
- If the work you are carrying out in school is at a safe distance from staff and students e.g. several metres then a mask/face covering may not be needed (except for when transitioning around the school)
- If you identify a staff member or student with potential Covid symptoms, please inform a member of staff immediately
- If you develop symptoms during your visit, please inform your contact immediately and you will be escorted to one of the dedicated isolation rooms by a member of staff in PPE
- If you require full PPE for your visit, please inform reception and we will enable this
- If you have any specific medical needs or any aspect that might require a specific risk assessment around your visit, please inform us ahead of your visit where possible
- There are staff rooms and spaces (Atrium) available for visitors to use when supervised but adults must remain 2m squared distance from other adults and students at all times
- Students arrive and finish their day during staggered times. Please avoid leaving the academy between 3.00pm and 3.20pm as this is when our students leave and the carpark becomes busy
- Staff must clean desks and equipment before and after use
- The school is cleaned regularly in order to mitigate against the risk of Covid-19 this includes 4 x daily full cleans and regular cleaning of shared spaces (staff and students) using the government recommended EU standard cleaning products
- You are expected to sanitize your hands as you enter and exit each year group zone/bubble and after touching any metal surfaces e.g. handrails and doors
- Use of the toilets and staff room are permitted but adherence to the associated cleaning processes is expected e.g. cleaning down the toilets and any facilities using Salgene spray after each use
- You will be signed in at reception and provided with information about the visitors' fire evacuation point in the event of a fire
- Please ensure you have provided us with your contact details in the event that Track and Trace is required
- Please see the school website for the full Revised Operating Procedure and Associated Risk Assessments

***Thank you for doing your bit to stop the spread of Covid-19 in our Academy!***