



## Head of the Class Ltd INFECTION CONTROL POLICY

Head of the Class aims to promote the general wellbeing and health of all students and to ensure that the risk of infection is minimised amongst all students and staff.

### We ensure that:

- All parents sign an agreement on registering that states they will not bring their students to the centre if they are unwell.
- Staff do not come into work if they are unwell and will inform management if they are feeling unwell during a shift.
- All incubation periods for illnesses are checked by staff through NHS Direct and using exclusion guidelines for schools.
- Good hygiene practice posters are displayed throughout the centre.
- Antibacterial hand gel is available on reception, and staff encourage visitors to use as they enter the centre.
- All bins contain bin liners.
- All staff actively encourage the students to regularly wash their hands to maintain good hygiene practice.
- Antiseptic soap and hand driers or paper towels are provided in the toilet facilities.
- Tissues are provided in all areas of the centre.
- Where a water fountain or water dispenser is provided at a centre, it will be accompanied with individual disposable cups to be used for drinking water.
- Staff ensure the centre is cleaned daily; and equipment which is used by students on a regular basis is cleaned after each use.
- During periods when students are present on site, visitors and staff are not allowed to bring food (unless in the staff kitchen/break out room) or animals into the centre, unless they require a guide dog.
- Staff notify parents and Ofsted/Care Inspectorate if there is spread of infection in the centre amongst students or staff.
- In the event of having to dispose of clinical waste, we would consult the Environment Agency to comply with correct guidelines.

Serious incidents must be written up in an Incident Report and reported centrally to the Head of Ofsted, Safeguarding & Compliance. Records should always be made in pen so they cannot be edited or erased.