



Walter Infant School

Communicable Diseases Guidelines

DOCUMENT HISTORY

Version	Action	By	Date
1.0	Approved (as part of Health & Safety Manual)	Full Governing Body	
1.1	Approved	Environment Committee	5 March 2013
1.1	Approved	Full Governing Body	25 March 2013
1.2	Approved	Full Governing Body	27 April 2017

Next Review Date: **Spring 2020**

COMMUNICABLE DISEASES GUIDELINES

I **Purpose & Scope**

These guidelines attempt to address some of the key decisions and lines of communication if a communicable disease (eg influenza) pandemic is declared by the National Health Primary Care Trust.

II **Related Documents**

School - Rainbow Plan
School - Health & Safety Policy.
School - Health & Safety Manual

III **Abbreviations**

DfE – Department for Education
HLTA – Higher Level Teaching Assistant
LA – Local Authority

1 **Preparation**

1.1 **Infection Control**

- 1.1.1 As part of the School's approach to health education, increased attention will be given to reducing the risk of infection through a focus upon good practice ie; hand washing, covering mouths when coughing and sneezing, cleaning noses and use and disposal of tissues. Supplies of tissues, soap, antiseptic wash will be made available.
- 1.1.2 Pupils are to clean hands after carpet time. Time on the carpet will be limited as carpets cause cross-contamination. The sharing of pencils, crayons and pens will be discouraged. Objects that are passed around ie musical instruments, toys will be wiped. Communal soft toys will be removed as they are very difficult to clean.
- 1.1.3 The School will avoid bringing children together in large crowds. Therefore whole school assemblies and singing practice will not take place.
- 1.1.4 Staff will be signposted to information relevant to their own health during a pandemic and reminded that they **MUST** inform the Head Teacher or Deputy Head Teacher if they are ill or not attending School as soon as possible.
- 1.1.5 Staff will be reminded that if they are ill during a pandemic they must **NOT** come to work.
- 1.1.6 Hand cleansers will be made available to all staff.

1.2 **Resources**

1.2.1 The Head Teacher and the Bursar will ensure School has necessary resources to implement the infection control measures.

1.2.2 In particular, it will be ensured that School has necessary resources to keep the following in stock:

- Tissues
- Tissue disposal
- Soap
- Paper towels
- Hygienic hand gel
- Disposable gloves

1.3 Cleaning

1.3.1 School will contact its cleaning contractor to ensure it has adequate supplies of all cleaning materials and there are procedures for more regular cleaning of hard surfaces (door handles, light switches, taps, kitchen worktops)

1.4 Contact Details

1.4.1 The School Office will ensure parents and all staff have provided up-to-date contact details.

2 School Closure

2.1 The decision to close the School will be based upon pupil welfare, unacceptable levels of staffing which would make it unsafe for pupils to attend or a direction to close from the LA or DfE.

2.2 Closure may be partial or whole school or a decision to amend the normal start or finish times of the school day may be made.

2.3 The Head Teacher has delegated powers to close and re-open the school. In his/her absence the responsibility will be delegated as follows:

- Deputy Head Teacher
- Head of Foundation Unit
- Chair of Governors

2.4 Where possible, areas of the school will remain open - but this will be dependent upon available staff and health authority guidance.

2.5 Prior to making any decision to close the Head Teacher will discuss the potential closure and consult the LA by telephone.

2.6 As School sits on a joint site, if a decision to close the school is made, the Head Teacher will inform St Paul's Church of England Junior School and Meadow Nursery so they can ascertain the impact upon their school community.

2.7 If one or more cases of the communicable disease are confirmed within the School, it will act on most up-to-date advice from health officials and the LA when considering whether or not to close the School and when to re-open the School.

2.8 Closure means closure to pupils. Staff who are not ill are still expected to come to school unless arrangements to work at home have been agreed by the Head Teacher.

3 Communication

3.1 Parents will be advised of channels of communication via the School's newsletter and staff via staff meetings.

3.2 The notification of school closure will be communicated to the LA, local radio and Chair of Governors by the Head Teacher as soon as possible and parents will be encouraged to listen to the radio and look at the School website for initial news.

3.3 Any press statements will be co-ordinated via the LA Communications Team.

3.4 The means of communicating with the various people affected by a pandemic is as follows:

Group	Method of communication	Person Responsible
Staff	e-mail/phone	Head Teacher/Deputy Head Teacher
Parents	Radio/Parent newsletter/ website	Head Teacher/Deputy Head Teacher/School Office
Governors	e-mail	Head Teacher/School Office
LA	e-mail	Head Teacher

4 Curriculum Provision

4.1 School will endeavour to provide some home learning during any pandemic outbreak. Where possible staff will be required to provide some home learning activities to maintain a degree of support for children prior to closure; some classes may be able to access home learning from the School's learning platform.

4.2 The provision of home learning will be dependent upon staff availability.

5 Pandemic Emergency Contact List:

5.1 The pandemic emergency contact list is as follows: *Elizabeth please check this*

Agency	E-mail	Telephone Number
LA - David Armstrong	David.Armstrong@wokingham.gov.uk	0118 974 6134

Heart FM		0118 945 4400
Reading 107	news@reading107fm.com	0118 945 0808

5.2 A password is required for the radio stations. This password is held by the Head Teacher, Deputy Head Teacher and School Business Manager.

6 Contact Lists

6.1 All staff should follow the procedures in place for reporting illness to the Head Teacher or Deputy Head Teacher in the absence of the Head Teacher.

6.2 The Head Teacher will contact teaching, administration and premises staff and the Deputy Head Teacher will contact teaching assistants and lunchtime staff.

6.3 The Head Teacher, Senior Management Team and School Office have a full contact list for the Governors.

7 Staffing Arrangements if school remains open

7.1 Where possible, supply cover will be sought to cover staff illness. The Head Teacher and Deputy Head Teacher may offer cover too. If these options are not available SLT may ask HLTAs and EYPs to teach classes.

7.2 Some classes may be merged to allow adequate supervision of pupils but this would be on a short term basis and we would ensure adequate pupil/adult ratios.

7.3 Teaching staff may have to give up their Learning Support Assistants so they can be utilised in classes with larger numbers or when HLTAs taking teaching role.