



Walter Infant School and Nursery

Communicable and Infectious 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	March 2017
2	Approved	Full Governing Body	7 th May 2020

Next Review Date as required

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
Communicable Diseases Risk Assessment
School Closure Policy
Unexpected School Closure Policy

III **Abbreviations**

DfE – Department for Education
PHE Public Health England
WBC Wokingham Borough Council

1 **Preparation**

1.1 **Infection Control**

- 1.1.1 As part of the Walter Infant school and Nursery'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 for 20 seconds, coughing and sneezing into the elbow, cleaning noses with tissues and disposal of tissues (Catch It, Bin It, Kill It). Supplies of tissues, soap, antibacterial wash/gel, hand sanitisers will be made available.
- 1.1.2 Pupils are to wash their hands more often following advice from Public Health England, but especially after using the toilet and before and after eating.
- 1.1.3 The Walter Infant School and Nursery will, if required, 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 or self-isolating 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 sanitisers will be made available to all staff and visitors.

1.2 Resources

- 1.2.1 The Head Teacher and the School Business Manager will ensure Walter Infant School and Nursery 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
 - Anti-Bacterial Gel and/or sanitiser
 - Disposable gloves

1.3 Cleaning

- 1.3.1 Walter Infant School and Nursery will contact its cleaning contractor (Braybourne) 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 Walter Infant School and Nursery 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 Wokingham Borough Council (WBC) or Public Health England (PHE).
- 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 when advised. In his/her absence the responsibility will be delegated as follows:
- Deputy Head Teacher
 - Senior Leadership Team
 - 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 Wokingham Borough Council by telephone.

- 2.6 As Walter Infant School and Nursery 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 Public Health England and Wokingham Borough Council 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 kept informed by the school website, email and text messages. Staff will be informed via meetings, texts, emails and the school notice boards.
- 3.2 The notification of school closure will be communicated to Wokingham Borough Council, 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 Wokingham Borough Council 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	All staff email and 'snow' cascade	Head Teacher/Deputy Head Teacher and SLT as well as Lunchtime Supervisor
Parents	Website, email, text, local radio and Friday Flyer	Head Teacher/Deputy Head Teacher/School Office
Governors	e-mail and/or telephone	Head Teacher/School Office
Wokingham Borough Council	Telephone followed by email	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:

Agency	E-mail	Telephone Number
Sal Thirlway	Sal.thirlway@wokingham.gov.uk	0118 9746000
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, Deputy Head Teacher, School Business Manager and Year Group Leaders as arranged.

- 6.2 Staff and Governors will be contacted via the 'snow' cascade.

- 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 absences will be covered by our cover supervisor, the Deputy Headteacher, the Headteacher and experienced Learning Support Assistants.

- 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 the Cover Supervisor or Learning Support Assistants are leading the teaching and learning.