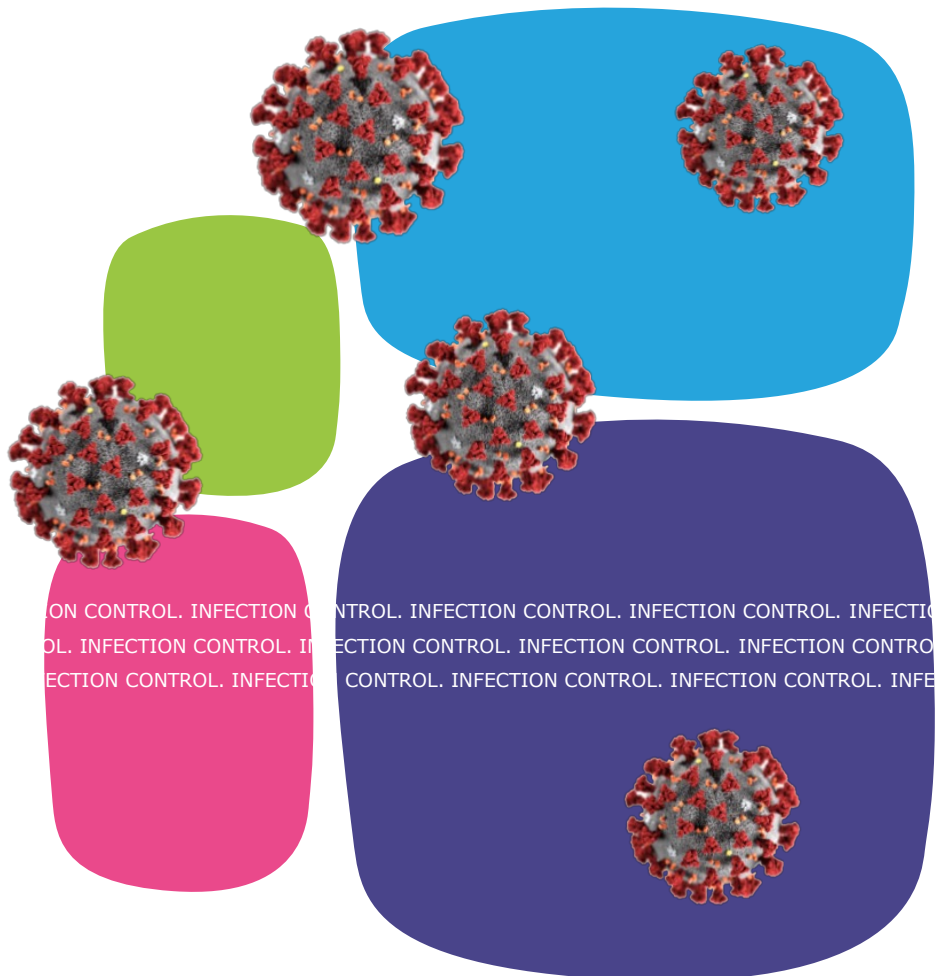


Infection Prevention and Control Policy (IPC)

Safe Environment - Safe Children - Safe Workforce



Policy purpose

This Policy defines the Trust's over-arching commitment to the provision of safe school environments where best practice in the prevention and control of infection is achieved and identifies that all Trust staff play a vital part in helping minimise the risk of cross-infections. It aims to protect pupils, staff and any essential visitors to Trust schools from acquiring a range of virus, as far as this is reasonably possible, through the promotion of routine safe care and safeguarding practices.

In relation to the covid-19 virus, this Policy should be read alongside the Trust's latest ***Moving Forwards with Covid Risk Assessment Plan (May 2022)***. We believe that by continuing to apply effective infection protection and controls measures, best practice in safety and safeguarding will be sustained and the risk of a range of infections minimised going forwards.

In relation to wider infection control in schools, the Trust adopts a range of consistent measures that are in line with government and the UK Health Security Agency (UKHSA) guidance. We call these our ***System of Controls***. We have added to these with our lessons learned from our experience of the covid-19 pandemic:

- Safe management of personal hygiene e.g. *catch it – bin it – kill it*
- Achieving optimum hand hygiene
- Safe handling, storage and disposal of cleaning materials
- Safe handling and disposal of waste
- Regular cleaning of equipment and resources (indoor and outdoor)
- Achieving and maintaining a clean environment
- Managing and recording accidents, incidents and events effectively
- Effective communication of prevention measures to pupils, staff and parents
- Ongoing staff training and education
- Completion of infection control work programmes as appropriate
- completion of the infection control annual report for presentation to Trust Board

Specific covid-19 controls still remaining:

- Enhanced school cleaning
- Personal hygiene measures
- Classroom ventilation
- Self-isolation with either symptoms or infection
- Continued remote education offer
- Continued review of risk assessments.

It is expected that all staff abide by this Policy and our *System of Controls*. All staff must understand the importance of vigilance around virus prevention and control procedures at all times, particularly the value of hand hygiene, personal hygiene and the maintenance of effective cleaning regimes.

This Policy describes the roles and responsibilities that are allocated to different staff groups. It also details the processes that have been put in place to provide senior leaders and the Trust Board with assurances that infection control performance is:

- in full compliance with specific statutory health and safety obligations, current government/UKHSA guidance and our *System of Controls*
- constantly monitored and reviewed to ensure best practice and immediate improvement as/if required

As far as reasonably practicable, all staff will work together to ensure that, pupils, colleagues, families and the local community are safe and protected.

Policy Scope

This Policy applies to:

- All staff working within the Trust and its schools
- Agency workers, contractors, consultants and any other essential visitors to schools
- Pupils, parents and families

Training and professional development

All staff are regularly reminded of infection control practices as part of the Trust's ongoing response to managing safe environments. In addition, IPC practices are reinforced through risk assessment monitoring e.g. hand hygiene audits, team meetings and staff meetings.

Further training and support is also sought by working in partnership with external agencies such as the local *UK Health Security Agency (UKHSA)* teams and school nurses.

Trust responsibilities

The Trust will ensure that:

- schools follow all available national and local guidance and advice.
- there is a designated health and safety lead in place in all Trust schools.
- risk counter measures exist in all Trust schools for keeping the identified risks of infection to a minimum.
- sufficient resources are provided to ensure the effective prevention and control measures can be implemented.

Staff responsibilities

It is important for all staff to be clear about their ongoing responsibilities. Failure to follow this Policy may put the staff member, their colleagues, children and families at increased risk. All staff are encouraged to contribute to decisions about the way the Policy expectations are implemented and interpreted at different levels – whole school, team, classroom, individual etc. All staff feedback will be listened to and acted on through the Trust's *Health and Wellbeing Forum*. Membership of this Forum includes trustees, senior leaders and frontline staff.

Staff have day-to-day responsibility for ensuring that agreed IPC measures are maintained to the best of their ability. These include:

- Achieving optimum hand hygiene.
- Promoting personal hygiene.
- Achieving respiratory hygiene.
- Safe handling and disposal of waste.
- Supporting high quality cleaning regimes.
- Supporting pupils to achieve high standards of hygiene.
- Cleaning equipment.
- Maintaining good classroom ventilation.
- Achieving and maintaining a clean environment.
- Reporting all IPC issues to the headteacher or health and safety lead.
- Good communication – with other staff, pupils and families.
- Participation in training and education.

Headteacher responsibilities

Headteachers are the identified lead for infection risk mitigation as they are uniquely placed to monitor the quality of infection prevention and control in individual Trust schools. Their remit is to provide a positive role model to the rest of the staff team and they will drive forward the implementation of all IPC practices. In this, they will be fully supported by their senior leadership team and the Trust executive leadership team.

Leaders will ensure that IPC measures become routine safe practice for all staff and such measures will become core to all staff supervision and appraisal, particularly during the period of the pandemic. Where skills or knowledge are found to be lacking, staff are to be referred to guidance and/or for further training.

Leaders must ensure that copies of this *Infection Prevention & Control Policy* are readily accessible to staff and published on the school website.

Headteachers will ensure that IPC is placed as a regular agenda item at team meetings and will include the following:

- Analysis of any outbreak of infection or self-isolating requirements.
- Action taken following an outbreak and *lessons learned*.
- Risk assessment reviews undertaken for prevention and control of infections.
- Safety audits under-taken and any further audits required.
- Recommendations from any IPC audit.
- Training received / required by staff.
- Any changes to relevant government, UKHSA, H+S guidance.

Health and Safety lead responsibilities

The School Health and Safety lead will:

- support surveillance and monitoring of infection control measures across the school.
- promote evidence-based standards, knowledge and skills re: infection control.
- provide advice and support to senior leaders and staff.
- advise on the control and management of any infectious outbreaks.

- support with all infection control risk assessments and implementation of mitigation measures.
- provide senior leaders/trustees with updates on any significant incidents.
- liaise with senior leaders over training needs.
- liaise with senior leaders and the Trust's *Director of Estates* over environmental issues.

Site Manager responsibilities

Site managers will work with the Trust's *Director of Estates* and school senior leadership team to maintain a clean and hygienic environment and have a clear role and responsibilities in supporting infection control mitigation measures. Schedules of cleaning will be available, reviewed and maintained regularly. Problems will be reported immediately to the school senior leadership team to ensure prompt remedial action is taken.

Visitors to school

Any permitted visitors to a Trust school will be expected to follow our *System of Controls* and IPC standards.

School closure due to outbreak

If a local outbreak / situation escalates significantly, a decision may have to be taken by the Trust Board and senior leaders in partnership with the local Public UKHSA team that the school site needs to close. Site closure may be influenced by a number of variable factors including the:

- availability of staff
- numbers of staff and pupils who are symptomatic
- nature of the outbreak and the spread and distribution of infected persons.

For note: A school site must not be closed without first notifying the Trust CEO.

Provision of food and catering services

It is not the purpose of this Policy to address the issues of hygiene either within the main kitchen. This is covered within the Trust's catering contract arrangements with *Chartwells School Catering Provider*.

Infection control monitoring arrangements

A continuing infection risk assessment review cycle has been developed that will enable effective IPC measures to be maintained, reviewed and improved as necessary over time.

Infection control work programme

The following measures will be included in regular infection control reviews for all schools in the Trust:

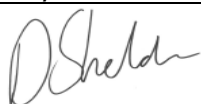
Measure	Responsibility
IPC policy to be reviewed regularly	Trustees, executive leaders
IPC risk assessment to be reviewed regularly	Director of Estates, headteachers
Regular hand hygiene audits	Headteacher, H & S Lead
Environmental audit of each site	Director of Estates, headteachers
Improvement plan for each site as informed by the environmental audits	Director of Estates, headteachers
Prioritisation and delivery of improvement plans	School SLTs
Provision and maintenance of suitable and sufficient hand wash / sanitiser facilities	Director of Estates, headteachers
Programmes of planned maintenance	Director of Estates
Health and Safety audits	Director of Estates, headteachers
Kitchen evaluations of hygiene facilities and practices	Catering contractors
Incident and Accident reporting	Headteachers
Significant incidents to be considered for inclusion on Risk Register	Director of Estates, headteachers
IPC on agenda of staff / team meetings	Headteachers
Delivery of on-going IPC training as required	Trust and headteachers
Maintenance of clean environment following agreed cleaning schedules	Headteachers, Site Managers
Infection Control Reports to Trustees	CEO, Director of Estates

Reporting to Trust Board

The Trust CEO and Director of Estates will ensure status reports are provided to the Board through the *Audit and Risk Sub-Committee*. Reporting will cover the following areas:

- Number and extent of IPC related audits
- Trust response to Government guidance, and H+S requirements UKHSA
- Number and extent of infectious outbreaks, along with any specific remedial work required
- Any significant impact of infectious outbreaks e.g. further site closure or other requirement from a regulatory body
- Trust training plan and numbers of staff trained
- Recommended changes to IPC Policy and associated guidance
- Environmental improvements implemented
- Environmental improvements proposed and recommendations
- Significant incidents and Trust response
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Monitoring and Review

Responsible	Trust Board CEO Director of Estates
Links	Staff Code of Conduct Moving Forwards with Covid Risk Assessment Plan (May 2022)
Staff responsible	Headteachers and Executive Leaders
Committee responsible	Audit and Risk
Date approved	May 2022
Next review	May 2024
Sign off by Chair of Trust	

*Please note that should there be any changes/further national guidance issued relevant to this Policy and associated procedure, it will be updated accordingly prior to the review date shown above and referred to the next Trust Board meeting.

Change Management

Issue No.	Change date	Change description
1.0	July 20	Initial release
2.0	Nov 20	Review in line with Phase 3 Sustain Strategy
3.0	Jan 21	Review in line with Phase 4 National Lockdown Strategy
4.0	Mar 21	Review in line with Phase 5 School Opening Strategy
5.0	Dec 21	Review in line with Autumn/Winter Plan and omicron variant
6.0	Mar 22	Review in line with new government guidance
7.0	May 22	Full review