

INFECTION CONTROL POLICY

Explore Learning promotes the general wellbeing and health of all children and ensures the risk of infection is minimised amongst all children and staff.

We ensure that:

- Upon registration for tuition at one of our centres, all parents/guardians agree within the Membership Agreement they will not bring their children to the centre if they are unwell or infectious. If they have not attended school that day, they should not access the centre.
- 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 signs are displayed within the centre.
- Antibacterial hand gel is available on reception, and staff encourage visitors to use as they enter the centre.
- To wipe down all surfaces using antibacterial cleaning products (keyboard, mouse etc) after every use. Centre staff are to inform the Facilities Manager if they are running low on stock.
- All bins in our centres contain bin liners.
- All staff actively encourage the children to regularly wash their hands to maintain good hygiene practice.
- Antibacterial soap and hand driers are provided in our centres' toilet facilities.
- Tissues are provided in all areas of the centre.
- A water fountain or water dispenser with individual disposable cups are used for drinking water in our centres. Glug Glug Glug water fountains should now have installed swan necks, to fill up bottles.
- Staff ensure the centre is cleaned daily; and equipment which is used by children on a regular basis is cleaned appropriately.
- During periods when children are present on site in our centres, visitors and staff are not allowed to bring food or animals into the centre, unless they require an assistance dog.
- Staff notify parents/guardians and Ofsted if there is spread of infection in the centre amongst children 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 within 24 hours of the incident and reported centrally to Explore Learning's Head of Ofsted & Safeguarding. Electronic record forms should be used for reporting and shared with confidentiality.