



Infection Control Policy

For all schools within the Bosco Catholic Education Trust

This Policy has been approved and adopted by the Bosco Catholic Education Trust Board

Approved:	For Review:
May 2023	May 2026

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1. Bosco Catholic Education Trust Mission Statement

The Bosco Catholic Education Trust is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Brighton, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be.

“Serve the Lord joyfully”

2. Introduction

The purpose and rationale of this policy is to provide guidance should an infectious disease surface in the school and/or community.

The policy allows for two types of situations:

- A non-widespread disease that is, nevertheless, infectious and dangerous e.g., chickenpox or meningitis.
- A widespread disease that is infectious and dangerous e.g., Covid 19.

In addition to this policy document – please refer to Public Health England Guidance on infection control in schools, which can be found [here](#).

3. When a case is confirmed

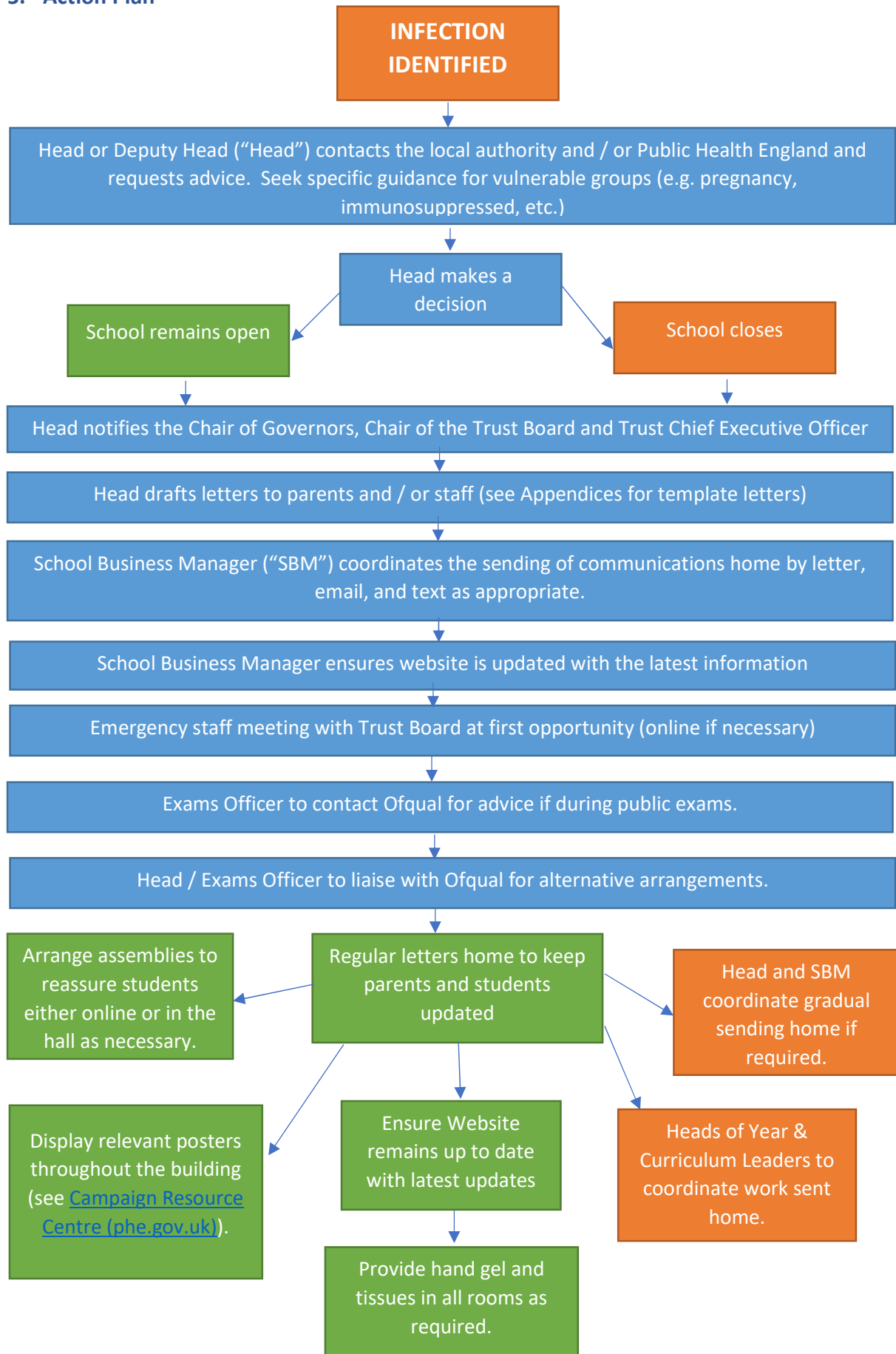
We will seek advice taken from Public Health England or the Local Authority as to whether the school/s should close, partially close or remain open.

- We will notify parents by letter/email/text.
- If the advice is that schools within Bosco Catholic Education Trust remain open, children or staff showing symptoms will be excluded in line with the advice given by Public Health England; this will be clearly communicated in writing.
- Where a case is confirmed in a parent/carer they will be unable to come onto the school sites for the same period of exclusion. If the student is not showing any symptoms they will still be able to attend school if brought in by a well relative or friend, unless medical or Public Health England advice excludes them
- We will keep our website updated with the latest information.

4. Essential Phone Numbers:

Public Health England Infectious Diseases:	020 8200 4400
West Sussex County Council:	033 301 42903
East Sussex County Council:	0345 608 0190
Non-Emergency NHS :	111

5. Action Plan



6. Appendix 1 – Letter Template 1

If advice is that infected children stay at home, but those uninfected may come into school despite infection of family members:

Dear Parents/Carers,

As you may have heard, [name of disease / infection] has been spreading quickly through [area / region affected]

There have been [number of cases] confirmed in Sussex schools and the advice that we have been given by [where advice received from, e.g. West Sussex County Council, Public Health England,] is [details of advice given].

The school has been advised that no other actions are necessary and will remain open as usual unless there aren't sufficient adults to ensure safe supervision of children.

If the child is displaying symptoms of [name of disease / infection] they should be kept away from school to avoid infecting other children and staff. Siblings of children who have [name of disease / infection] should attend school as normal as long as they remain symptom-free themselves.

Parents are advised to manage common symptoms such as fever and pain as they would normally and to seek advice from NHS 111 or their GP if necessary.

Thank you for your co-operation at this difficult time. Please contact the school office should you have further concerns.

Yours sincerely,

Headteacher

7. Appendix 2 – Letter Template 2

In the event of the school closing

Dear Parents/Carers,

Public Health England has informed the school that some of its students have been diagnosed with [name of disease / infection].

The students are receiving the appropriate medical care, along with anyone who has been in close contact with them.

Following a risk assessment carried out by Public Health England, the local NHS primary care trust and local authority, as a precaution the school has been advised to close temporarily with immediate effect for a period of [number of days]; we plan to reopen on [date].

The school is working closely with the Public Health England, NHS colleagues and local authorities to monitor the situation.

If you or your child develops symptoms of [name of disease / infection] the advice is that you stay at home and contact NHS 111 or your GP. Each case will be assessed and, if necessary, testing and treatment will be provided.

Good basic hygiene can help to reduce transmission of most infections, including [name of disease / infection]. This includes:

- Covering your nose and mouth when coughing or sneezing, using a tissue when possible.
- Disposing of dirty tissues promptly and carefully.
- Washing your hands frequently with soap and water to reduce the spread of the virus from your hands to your face or to other people.
- Cleaning hard surfaces (such as door handles) frequently using a normal cleaning product.
- Making sure your children follow this advice.

Work will continue to be set for your child to enable them to continue their studies whilst the school is closed.

Thank you for your co-operation at this difficult time. Please contact the school office should you have further concerns.

Yours sincerely

Headteacher