



# Family Link



**Our mission: The provision of leisure opportunities for children and young adults with disabilities.**

## **Control of Infection Policy**

### **Policy Statement**

Family Link recognises its duty to protect the health, safety and wellbeing of children, young people, families, staff, volunteers and visitors by preventing and controlling the spread of infection.

We are committed to managing infection risks in a proportionate, practical and child-centred way, in line with current UK legislation and guidance from the NHS and UK Health Security Agency (UKHSA). We understand that many of the children and young people we support may be vulnerable, and we take our responsibilities seriously.

This policy sets out how Family Link will reduce the risk of infection through good hygiene practice, training, risk assessment and clear procedures.

### **Aim of the Policy**

The aim of this policy is to ensure, so far as is reasonably practicable, that:

- Infections are prevented or minimised
- Safe systems of work are in place
- Staff and volunteers understand their responsibilities
- Children, young people and families are supported in a safe environment

This policy supports compliance with the Health and Safety at Work etc. Act 1974 and associated regulations.



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## **Scope and Application**

This policy applies to:

- All Family Link staff (paid and voluntary)
- Trustees
- Children, young people and families using our services
- Visitors and contractors where applicable

The policy applies across all Family Link activities, including Saturday clubs, holiday schemes, trips and events.

## **Definitions**

### **Healthcare-Associated Infections (HCAIs)**

Infections that can be passed on through close contact, poor hygiene or contaminated environments. These may include respiratory, gastrointestinal and skin infections.

### **Blood-Borne Viruses (BBVs)**

Viruses that may be present in blood and certain body fluids, such as Hepatitis B, Hepatitis C and HIV. Transmission risk is low but requires appropriate precautions.

### **Infectious (Communicable) Diseases**

Diseases caused by bacteria, viruses or other organisms that can be spread from person to person, directly or indirectly (e.g. flu, COVID-19, norovirus).

### **Sharps**

Items such as needles or lancets that could cause injury. Use of sharps within Family Link services is limited and subject to individual risk assessment and care plans.

### **Outbreak**

An outbreak is when two or more linked cases of the same infectious illness occur within a short period.



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## **1. Roles and Responsibilities**

### **Board of Trustees**

The Board holds overall responsibility for ensuring that adequate resources and governance arrangements are in place to support infection control.

### **Senior Leadership Team**

The Senior Leadership Team is responsible for:

- Implementing this policy
- Ensuring infection risks are assessed
- Reviewing incidents and learning lessons

### **Managers and Play Leaders**

Managers and Play Leaders are responsible for:

- Ensuring staff and volunteers follow this policy
- Making sure appropriate PPE and cleaning materials are available
- Reporting and responding to infection incidents
- Ensuring cleaning routines are followed

### **Staff and Volunteers**

All staff and volunteers must:

- Follow infection control procedures and training
- Maintain good personal hygiene
- Use PPE where required
- Report illness, symptoms or incidents promptly
- Follow exclusion guidance where necessary



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## **2. Training**

All staff and volunteers will receive infection control awareness as part of their induction. Refresher information will be provided as required or when guidance changes.

Training will be proportionate to role and responsibilities.

## **3. Risk Assessment**

Family Link will carry out risk assessments to identify infection risks associated with activities such as:

- Personal care
- Nappy changing or toileting support
- Cleaning and waste disposal
- Managing illness or injury

Control measures will be implemented based on risk and reviewed regularly.

## **4. Infection Prevention Measures**

### **Hand Hygiene**

Good hand hygiene is the most effective way to prevent infection.

- Wash hands with soap and water for at least 20 seconds
- Use alcohol-based hand gel where handwashing is not immediately available
- Wash hands after personal care, toileting, cleaning, contact with bodily fluids and before food handling

### **Personal Protective Equipment (PPE)**

PPE such as gloves and aprons will be provided where there is a risk of contact with bodily fluids. PPE must be used and disposed of correctly.



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## **Environmental Cleaning**

- All areas will be cleaned regularly using appropriate cleaning products
- Frequently touched surfaces will receive additional attention
- Cleaning routines will be documented and monitored

## **Respiratory Hygiene**

- Encourage covering coughs and sneezes with a tissue
- Dispose of tissues promptly
- Wash hands after coughing or sneezing

## **5. Managing Illness and Exclusion**

### **Staff and Volunteers**

Staff and volunteers must not attend work if they:

- Have diarrhoea or vomiting (must be symptom-free for 48 hours)
- Have a fever or feel unwell with an infectious illness
- Have symptoms of a contagious respiratory infection

Return to work will be based on wellbeing, symptom resolution and risk assessment, following current NHS and UKHSA guidance.

### **Children and Young People**

Parents and carers will be asked to keep children at home if they are unwell with an infectious illness. Decisions will be made sensitively and in partnership with families.



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## **6. Managing Incidents and Outbreaks**

Any suspected outbreak or significant infection incident must be reported to a manager immediately.

Family Link will:

- Record incidents
- Inform parents/carers where appropriate
- Seek advice from public health professionals if required
- Review practices and implement additional controls

## **7. Reporting (RIDDOR)**

Injuries, diseases or dangerous occurrences will be reported under RIDDOR where legally required. COVID-19 and other infections are only reportable in specific occupational exposure circumstances.

## **8. Monitoring and Review**

Compliance with this policy will be monitored through:

- Staff supervision
- Incident reports
- Risk assessment reviews

This policy will be reviewed annually or sooner if guidance or legislation changes.

## **9. Related Policies**

- Health and Safety Policy
- Safeguarding Children and Young People Policy
- First Aid Policy
- Risk Assessment Policy



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**Policy approved and adopted by the Family Link Board of Trustees**

**On the: 27 June 2023**

**Reviewed: 8<sup>th</sup> January 2026 by Trustee – Paula Hollywood**

**Current Play Leader – Kenzie / Megan / Renée / Emma**

**Current Safeguarding Trustee – Julia James – 07894 672019**

**Policy due for review: 8<sup>th</sup> January 2027**