

UNIQUE SEND TUITION

Illness & Infection Control Policy

Protecting learners, families and the tutor through considerate, proportionate practice

Policy owner: Mandy Beadnell, owner and tutor

Effective from: September 2026

Review date: September 2027, and sooner following updated public-health guidance or an incident

Version: 1.0

Health decisions will be calm, respectful and centred on wellbeing. Unique SEND Tuition aims to reduce avoidable infection while recognising that minor symptoms do not always prevent meaningful participation.

Please tell Mandy before a session if the learner or anyone in the household has vomiting, diarrhoea, a high temperature, a diagnosed infectious illness or symptoms that may make tuition unsafe or unsuitable.

1. Purpose and scope

This policy explains how Unique SEND Tuition reduces the spread of infection and responds when a learner, household member or tutor is unwell. It applies to home tuition, community learning, outings, transport, shared resources and food-related activities. Tuition is not delivered from Mandy's own home.

The policy is informed by current UK Health Security Agency (UKHSA) health-protection guidance for children and young people's settings and NHS advice. It does not replace individual medical advice. Public-health instructions or advice from a healthcare professional may require different or longer arrangements in a particular case.

2. Shared responsibilities

Families and responsible adults. Provide timely, accurate information about symptoms, diagnoses, exposure, medical advice and the learner's ability to participate. Do not ask the learner to conceal symptoms in order for tuition to continue.

Unique SEND Tuition. Mandy will assess the information available, follow current exclusion guidance, use proportionate infection controls and cancel, pause, adapt or end a session where attendance presents an unreasonable risk.

Commissioners and professionals. Relevant health or outbreak information should be shared on a need-to-know basis, with agreed procedures followed where they set a higher or more specific standard.

Respect and inclusion. Illness and disability will not be stigmatised. Decisions will be based on symptoms, transmission risk, ability to participate and reasonable adjustments, not assumptions about diagnosis or difference.

3. When tuition should not take place

A session should be cancelled or rearranged where the learner or tutor is too unwell to participate safely, needs care beyond the tuition role, or may expose others to an infection for which exclusion is advised.

Vomiting or diarrhoea. Tuition must not take place until at least 48 hours after the last episode. A longer period may be required for particular infections or where a healthcare or public-health professional advises it.

High temperature or significant respiratory illness. A person who is unwell and has a high temperature, or has more than mild respiratory symptoms, should stay away until the high temperature has resolved and they are well enough to resume normal activities.

Diagnosed or suspected infectious illness. Current UKHSA exclusion advice must be followed, including any treatment period, symptom-based return rule or instruction from a health protection team or clinician.

Unable to engage safely. Even without a formal exclusion period, tuition may be inappropriate where pain, fatigue, distress, persistent coughing, breathing difficulty or another symptom prevents comfortable participation or creates a safety concern.

Household illness. Because home tuition involves entering a family home and then working with other learners, relevant infectious illness within the household must be disclosed before the visit. The session may be postponed or adapted after considering the infection, contact, environment and vulnerable people.

4. Mild symptoms and individual judgement

A mild runny nose, slight cough or sore throat does not automatically require cancellation when the learner is otherwise well, has no high temperature and can participate comfortably. The same principle applies to Mandy. Additional precautions may be agreed, such as ventilation, increased distance, outdoor learning, reduced sharing of resources or a shorter activity.

A learner's communication profile will be considered. Changes in regulation, energy, eating, drinking, movement, behaviour or interaction may indicate illness where the learner cannot easily describe symptoms. The parent or carer remains responsible for deciding whether medical advice is needed.

5. Common exclusion examples

The current UKHSA exclusion table will always take priority. The following examples are included for clarity and may change when national guidance is updated:

Chickenpox. Stay away for at least 5 days from the onset of the rash and until all spots have crusted over.

Measles. Stay away until at least 4 days after the rash started and follow medical or public-health advice. Suspected measles requires prompt telephone advice before attending a healthcare setting.

Scarlet fever. Stay away until 24 hours after starting appropriate antibiotic treatment. If antibiotics are not being taken, medical or public-health advice should be followed before tuition resumes.

Impetigo. Stay away until all lesions have crusted or healed, or until 48 hours after starting appropriate antibiotics.

Mumps. Stay away until 5 days after the swelling began.

Conditions not normally requiring exclusion. Head lice, hand, foot and mouth disease and conjunctivitis do not usually require exclusion when the learner is otherwise well, although treatment, hygiene, covering lesions and professional advice may still be appropriate.

6. Hygiene and respiratory precautions

Hand hygiene. Hands should be washed with soap and water on arrival where appropriate, after using the toilet, after contact with bodily fluids, before food activities and before eating. Alcohol hand gel may supplement but does not replace soap and water, particularly after vomiting or diarrhoea exposure.

Respiratory hygiene. Coughs and sneezes should be caught in a disposable tissue where possible, the tissue disposed of promptly and hands cleaned. Learners will be supported through accessible prompts rather than shamed.

Ventilation. Fresh air will be encouraged where practical and safe, taking account of temperature, security, sensory needs and the learner's comfort.

Personal items. Drinks, cutlery, towels and personal-care items will not be shared. Food and drink will be handled in accordance with agreed hygiene and allergy arrangements.

Face coverings. These are not a routine requirement. They may be considered voluntarily or following specific health advice, with sensitivity to communication, sensory access and the needs of the learner.

7. Resources, surfaces and equipment

Resources will be selected and handled in a way that permits appropriate cleaning. Frequently touched, mouthed or visibly contaminated items will be cleaned between learners using a method suitable for the material. Items that cannot be cleaned safely may be learner-specific, isolated until safe, or withdrawn from use.

Electronic devices. Screens, cases, keyboards and touch equipment will be cleaned in accordance with manufacturer instructions; liquids will not be used in a way that creates an electrical risk.

Sensory and fabric resources. Washable or learner-specific items will be preferred where close contact is expected. Soft items will be laundered or managed according to their use and contamination risk.

Cleaning products. Products will be used according to their label, stored securely and kept away from learners. Products will never be mixed, and adequate ventilation will be maintained.

8. Blood, bodily fluids and spillages

Contact with blood, vomit, urine, faeces, saliva or other bodily fluids will be avoided where possible. Disposable gloves and other appropriate protective equipment will be used when contact is foreseeable and within Mandy's competence. Hands will be washed after gloves are removed.

A responsible adult should manage significant contamination within the home. The immediate area will be kept away from others until it can be cleaned safely. Sharps will not be handled by hand. Exposure to blood or another significant incident will receive prompt first aid, medical advice and documented follow-up as appropriate.

9. Food preparation and cooking activities

Food activities require clean hands, suitable surfaces, safe storage and separation of raw and ready-to-eat food. Learners and adults with vomiting, diarrhoea or another illness that may contaminate food must not take part in food preparation. Allergies, dietary needs and relevant medical information must be agreed in advance.

10. If someone becomes unwell during tuition

Home tuition. The session will pause and the responsible adult, who must remain on the premises, will be asked to take over. Emergency services will be contacted where symptoms suggest immediate danger.

Community activity. Mandy will move to a safe place, provide care within her competence, contact the responsible adult and follow the agreed collection or emergency plan. The activity will not continue simply to complete a learning objective.

Transport. The vehicle will be stopped safely if illness affects safe travel. Emergency or family assistance will be requested where needed, and the vehicle will be cleaned appropriately following contamination.

Tutor illness. If Mandy becomes unwell during a session, she will end tuition safely, arrange handover to the responsible adult and avoid driving if medically unfit or impaired.

11. Medication, medical needs and emergencies

Parents or carers retain responsibility for the learner's medical care. Routine administration of medication is not normally part of the tuition service. Any exceptional or emergency medication arrangement must be agreed in writing and supported by clear instructions, consent, appropriate competence, safe storage and an individual plan.

Call 999 for life-threatening symptoms, including severe breathing difficulty, loss of consciousness, a first or prolonged seizure, signs of anaphylaxis or another immediate medical emergency. NHS 111 or the learner's healthcare professional may be contacted for urgent advice when the situation is not life-threatening.

12. Vulnerable individuals and outbreaks

Extra caution may be required where a learner, household member, tutor or another person in contact is clinically vulnerable, immunosuppressed, pregnant or otherwise at increased risk from infection. Relevant information should be shared without disclosing more confidential detail than necessary.

Where several linked cases, a serious infection or a public-health incident is identified, Unique SEND Tuition will follow advice from the commissioning organisation, local authority, UKHSA Health Protection Team or healthcare professional. Tuition may be paused, relocated or modified until safe arrangements are confirmed.

13. Cancellation, confidentiality and records

Families should notify Mandy as soon as reasonably possible when illness affects a session. Charges and notice periods will be handled under the Terms & Conditions, with any exceptional decision considered consistently and fairly. Mandy will give families prompt notice when she must cancel because of illness or infection risk.

Health information will be treated confidentially and handled under the Data Protection Policy. Only relevant information will be recorded or shared. Significant incidents, exposures, professional advice and decisions to suspend or resume provision will be documented where necessary.

14. Review

This policy will be reviewed at least annually and sooner after an infection incident, change to the service or material update to UKHSA or NHS guidance. Current national exclusion advice will override an outdated example in this document.