



Infection Control Policy

(Simple English)

Purpose

This policy explains how Soaring Sparrows keeps participants, staff, contractors, and visitors safe by preventing and managing infections.

Scope

This policy applies to:

- All participants
- All staff, contractors, and volunteers
- Families, carers, and advocates
- Visitors to our services

Definitions

- **Infection:** Germs that make people sick.
- **Infection Control:** Steps to stop infections from spreading.
- **Standard Precautions:** Everyday actions like hand washing, cleaning, and PPE use.
- **PPE:** Safety equipment such as gloves, masks, and gowns.
- **Outbreak:** More infection cases than expected.
- **Cleaning:** Removing dirt and germs.
- **Disinfection:** Killing germs using chemicals.
- **Isolation:** Keeping sick people away from others.

Policy Statement

Soaring Sparrows will:

- Prevent infections where possible
- Provide education on infection control
- Supply PPE and cleaning products

- Respond quickly to illness or outbreaks
- Follow NDIS and health regulations

Responsibilities

Management:

- Train staff on infection control
- Provide PPE and cleaning supplies
- Monitor infection control practices
- Communicate risks

Staff/Volunteers/Contractors:

- Follow infection control steps
- Wear PPE safely
- Report illness immediately
- Clean shared areas and equipment
- Support participants with hygiene

Participants:

- Follow hygiene guidance
- Inform staff if unwell
- Cooperate with isolation if needed

Procedures

1. **Hand Hygiene** – Wash or sanitise hands before and after contact, eating, cleaning, or using PPE.
2. **PPE** – Use correctly, dispose of single-use items properly, and only reuse as per guidelines.
3. **Cleaning and Disinfection** – Clean high-touch areas daily, use approved products, and keep records.
4. **Illness Management** – Report sickness, exclude unwell staff/participants, provide remote support, follow public health advice.
5. **Vaccinations** – Encourage recommended vaccinations.

6. **Outbreak Management** – Notify authorities, isolate cases, increase cleaning, keep records.
7. **Training** – Provide induction and annual refreshers.
8. **Record Keeping** – Keep training, cleaning, PPE, and incident records.

Related Legislation

- NDIS Act 2013
- NDIS (Provider Registration and Practice Standards) Rules 2018
- Work Health and Safety Act 2012 (SA)
- Public Health and Infectious Disease Regulations

Other Relevant Documents

- Risk Management Policy
- Duty of Care and Dignity of Risk Policy
- Participant Rights and Responsibilities Policy
- Incident Management Policy
- Emergency Management and Continuity of Services Policy
- Care and Support Plan
- Action Plan

Review

This policy will be reviewed every two years, or earlier if:

- Laws or regulations change
- Feedback shows improvements are needed
- An incident or outbreak shows gaps