

## Pre-School at St Saviours

### **Policy and Procedure on Pandemic and Infectious Diseases**

This policy aims to provide guidelines for parents, children and staff at Pre School at St Saviours in the event of a flu/Infectious Disease outbreak in the local area that might seriously risk their health and safety. Any specific advice provided by the Government or Public Health England will override this policy and procedure.

#### *Planning for a Pandemic*

- Staff will be kept informed of the latest guidelines regarding any outbreak.
- All staff will adhere to the Pre School at St Saviours Health and Safety Policy, maintaining good health and safety practices to control the spread of infection.
- All parents will be made aware of the Policy and Procedures.
- Stocks of essential cleaning materials, tissues, paper towels and other cleaning items will be maintained and monitored.
- This Policy will be reviewed and updated as necessary whenever new Government advice is given.

#### *Procedures for Pandemic Alert Status*

- Should we be advised of a Pandemic the Owners would seek advice from the Government, Surrey County Council or Public Health England and follow any guidelines that are issued.
- All Staff and Parents/carers would be informed of such a risk and advised that they need to be ready to collect their children at short notice.
- Pre School At St Saviours will remain open unless directed by the Government, Surrey County Council or Public Health England to do otherwise or as deemed necessary by the Owners to protect Health and Safety of those attending the Pre-School.
- During such time, visitors will be kept to a minimum and certain activities will be suspended such as messy play, sand and water play as these activities can encourage exchange of bodily fluids.

### *Infection Occurrence within Pre School*

- Any child showing signs of flu like symptoms, no matter how minor should be kept at home until they have fully recovered. Pre School must be informed immediately even if it is a day when the child does not normally attend. This can be done by a phone call, email or text.
- If a child becomes ill during the session, contact would be made immediately with parents or elected emergency contact to collect their child immediately.
- During the waiting period the child will be taken to a separate room and kept isolated from other children and members of staff. One member of the management team would stay with the child. The room would be well ventilated, and the elected person would wear gloves to minimise cross infection.
- If a member of staff became unwell during the session, they would be sent home immediately or if too ill to be sent home by themselves a nominated person would be contacted and asked to collect them.

### *Closure/Re-Opening the Pre School*

- In the event of the need to close during session time, parents/carers will be contacted immediately by telephone to collect their child.
- In the event of the need to close out of session time, parents/carers will be contacted at the earliest possible time by telephone and a notice would be placed on the main entrance door.
- Parents would be informed by telephone or by letter of when the Pre School will reopen.
- All staff would be contact by telephone giving advice on closure and reopening.
- Contact would be made to the church to advise them of the closure via email [stsaviourswarden@htandstschurch.org](mailto:stsaviourswarden@htandstschurch.org) and [welcome@htandstschurch.org](mailto:welcome@htandstschurch.org)
- Contact would be made with Surrey Early Years Educational Effectiveness Team by emailing [earlyyearsadvisors@surreycc.gov.uk](mailto:earlyyearsadvisors@surreycc.gov.uk) . To advise of the closure.

In the event of Pre-School at St Saviours having to make the decision to close due to staff shortages the same procedure would be followed as above for contacting staff and parents.

In the event of staff shortages, the criteria for taking the children would be, any child of a parent in the medical profession/emergency service personnel/health care worker/people who may be required within these workforces and thereafter by birth date, with the eldest taken first. Numbers and children would be decided according to the appropriate adult/child ratio.

Pre School at St Saviours acknowledge that they will not be under any liability or responsibility to the Parent or Child in respect of any temporary interruption in or temporary failure of or delay in providing sessional care provision. If such failure or delay is caused by the temporary unavailability of staff, building or maintenance work to the Pre-School, fire, abnormal weather conditions, Government action or regulations or by enforced closure following medical advice during an epidemic or influenza pandemic or by some other cause beyond the reasonable control of Pre-School at St Saviours no recompense will be made.

Signed on behalf of the Partnership

DATE March 2020

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Jeanette Samuel -

Partner