

## Pre-School at St Saviours

### **Policy and Procedure on Pandemic (Corona Virus)**

This policy aims to provide guidelines for parents, children, and staff at Pre School at St Saviours on the Corona Virus outbreak in the local area/nationally 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.

#### *Pandemic*

- Staff will be kept informed of the latest guidelines regarding any Corona Virus.
- 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*

- During the Pandemic, the Owners seek advice from the Government, Surrey County Council or Public Health England and follow any guidelines that are issued.
- All Staff and Parents/carers are 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, Local Health Protection Team 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 this time, parents/carers and visitors will not be allowed to enter the setting and certain activities will be suspended.
- Guidelines are shared with parents/carers/staff that give full details of change in routines and measures that are being taken to keep

children/staff/parents/carers safe. These will be update, as necessary.

### *Infection Occurrence within Pre School*

- Any child showing signs of Corona Virus like symptoms (cough, fever or loss of taste or smell) 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, plastic apron, and mask to minimise cross infection. Any rubbish that has been used during this time will be double bagged and kept in a safe place and after 72 hours placed in the black dustbin.
- 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.
- The manager will contact the Area Early Years Advisor/DfE Helpline on 0800 046 8687 immediately about any suspected cases of corona virus, even if they are unsure, and discuss if any further action needs to be taken.
- Any staff member or child displaying symptoms must get tested (call 119 or visit the NHS website for more information). They must self-isolate until the results have been received. If the result is positive, they must self-isolate for at least 10 days and thereafter, depending on symptoms.
- Any persons living with the infected person must self-isolate for 14 days.
- If a member of a child's household is isolating, they should not be brought on to the Pre School site to drop off or collect a child.
- If 2+ cases have been confirmed or for advice about a potential outbreak situation Surrey and Sussex Health Protection Team should be contacted on 0344 225 3861.

### *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.
- Ofsted would be notified via email [enquiries@Ofsted.gov.uk](mailto:enquiries@Ofsted.gov.uk) with 'Change of Operating Hours' as a title and the URN EY470075 and the changes that have been made.

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.

If the Pre School closed then the local authority will be informed of any vulnerable children that attend the setting. For children on Child Protection or Child in Need Plans, their social worker will be informed. For children on an EHCP the automated online form should be completed and contact with the area Graduate Response Team made North West - [sectornw@surreycc.gov.uk](mailto:sectornw@surreycc.gov.uk)

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

As part of the 'Test and Trace' a record of any visitors will be kept. Any visitors will always be expected to wear a face covering. They will need to wash their hands, on arrival and departure.

If a prospective parent wants to visit the setting, an appointment needs to be made prior to the visit. Both the parent and the member of staff will wear a mask. The parent will be shown the setting via the garden and by looking through the windows. All children and other staff will be kept in doors during the visit. Social distancing will always be followed.

For settling in sessions when a child starts; one parent will be able to attend with the child for half an hour. The parent will always have to wear a face mask. They will wash their hands, on arrival and departure. Contact with other children must always be avoided and social distancing should be maintained with staff.

At drop off and pick up if a parent has an urgent reason to speak to a member of staff then they must wear a mask. The member of staff will also wear a mask and the conversation will take place in the garden. If the information is not urgent then a telephone conversation should be made.

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 a 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

Jeanette Samuel

DATE September 2020

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Jeanette Samuel -

Partner