

## 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 Department for Education 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, except in certain circumstances, will not be allowed to enter the setting.
- 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.

### *Outbreak Management Plan*

- 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. A PCR test should be carried out. If the result is positive the child must isolate for 10 days. Pre School at St Saviours 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 will stay with the child. The room would be well ventilated, and the elected person would wear gloves, plastic apron, visor 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.
- Close contacts will be identified via NHS test and trace who will work with the positive case to identify close contacts from a setting and they will traced by NHS Test and Trace.
- If 10% of children/staff who are likely to have mixed closely, test positive within a 10 day period DfE Helpline (0800 046 8687) will be contacted for advice.
- DfE will be contacted if a child or staff member is admitted to hospital with Covid 19 for further advice. (0800 046 8687 option 1).
- Surrey and Sussex Health Protection Team should be contacted on 0344 225 3861.
- 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.

- Individuals are not required to self isolate if they live in the same household as someone with Covid 19 or are a close contact of a positive case if:
    - They are fully vaccinated.
    - They are below the age of 18 years and 6months.
    - They are not able to be vaccinated for medical reasons.
- Pre School at St Saviours ask that anyone who has been in close contact with someone who has tested positive should stay at home to avoid the spread amongst the children and staff at the setting. A PCR test should be taken immediately.
- All staff and children travelling from abroad should follow the relevant *Government Guidelines* at the time of travel.
  - If there is a substantial outbreak of positive cases at Pre School At St Saviours a director of public health might advise a us to temporarily reintroduce some more control measures.

#### *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/email/text and a notice would be placed on the main entrance door.
- Parents would be informed by telephone, email or by letter of when the Pre School will reopen.
- All staff would be contact by telephone or email 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 using <https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business>.

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 Ofsted, Surrey Early Years, 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.

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 be expected to wear a mask. The parent will be shown around the setting by the Manager. The visitor will be asked to wash their hands on arrival and maintain 2m social distance.

Settling in sessions will be arranged when a child starts; one parent will be able to attend with the child. The parent will be expected to wear a face mask. They will wash their hands, on arrival and departure. Social distancing should be maintained with staff.

All adults are expected to wear a mask when talking to a member of staff and to maintain social distancing.

Staff members are advised to wear a mask or face covering at drop off and pick up time or whenever they are in face to face contact with an adult.

At drop off and pick up if a parent has an urgent reason to speak to a member of staff, the staff member will wear a mask and the conversation

will take place outside. If the information is not urgent then a telephone conversation should be made.

Twice weekly home tests will be undertaken by all staff.

When the setting is in operation it is important to keep it well ventilated. A balance will be met between increased ventilation while maintaining a comfortable temperature.

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 Government action or regulations or by enforced closure following medical advice during a pandemic, fees for this period will be held by Pre School at St Saviours and deducted from future accounts for the time of closure. If a parent chooses not to send their child to Pre School for any reason fees will be charged in full.

Signed on behalf of the Partnership

DATE October 2021

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Jeanette Samuel -  
Partner