

General Welfare Requirement: Safeguarding and promoting Children's Welfare

Pandemic policy and procedure

Policy Statement

We provide care for healthy children and promote health within our setting for children and adults. In extreme circumstances, the setting may have to make alternative arrangements or close for a period of time during a pandemic crisis.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
• Inclusive practice • Keeping safe • Health and well-being	• Parents as partners • Key person	• Supporting every child	• Inclusive of AUC/PR/EE

Procedures

Communication

- A full and up to date list of all landline, mobile and e-mail contacts for Chairman, Trustee, Early Years, Staff and Parents will be kept on file in the setting and at the home address of Mrs Carole Sale. We keep all data in line with the GDPR 2018.
- Mrs Sale will be the first contact on the list, followed by Mrs Chris Farris. All have current landline, mobile and e-mail in place.
- Due to nature of setting, individuals contact details will have to be used.
- Contact with Parents re closure/re opening will initially be made by landline and then mobile, then e-mail if a long closure is proposed.
- Parent Reps have permission by parents to run a Whatsapp group. The Whatsapp parents who are administrators, will be informed of any closures by the manager or leader and will inform the parents on the group. The administrators of Whatsapp will also add any information required when informed by the leaders. Whatsapp is based on yearly permission forms and can be withdrawn by either party at anytime.

- Should a child become ill during the day all contact numbers available to the setting will be tried.
- Template letters have been prepared both for opening and closing.
- All parents languages have been taken in to account when preparing notices and letters.

Preventative Infection Control

- Sufficient and extra stocks of tissues, hand soap, paper towels, hand gel, dettox and cleaning cloths have been acquired and stored.
- An extra lidded bin has been purchased for the express purpose of infection control.
- Daily circle times provide the perfect training ground for coughing and sneezing etiquette for staff and children and a short letter to parents explaining this will be sent out.
- Emphasis on increased hand washing has become part of the daily visual timetable at morning circle time and also easy to understand signs at child level have been affixed to toilet doors and above hand basins.
- Review of our Health and Safety and hygiene arrangements is ongoing.
- Cups and utensils are washed immediately after each use in hot soapy water.
- Staff and children who fall ill during the day will be made comfortable in the adjoining corridor between the playroom and the office in order to control infection until they leave the setting.

Extreme/Very High Temperatures

- During this period children who seem to be suffering from heat stress, heat exhaustion or heatstroke, will be asked to return inside the building (if outside) , and their face, arms and legs may be sponged by cool water.
- Children will be given drinking water periodically and drinking water is available inside and outside at all times during the session.
- If children become unwell, parents will be contacted.
- If a child becomes unconscious, emergency services will be contacted immediately and the child's parents/carers will be contacted and advised of the situation.

Closing and re-opening

- Should the government advise closure of the setting we will abide by it's ruling, as this will ensure infection control and Free Early Education funding.

- The Trustees of the setting will decide to take steps to close and re-open following government ruling.
- If emergency closing is ruled during a session, all parents/carers will be contacted either by landline, mobile or e-mail and staff will remain in situ until all children have been safely collected.
- Any government advised closures will be notified to the staff, parents/carers by landline, mobile, e-mail and on Whatsapp as soon as the setting Trustees has been advised to do so.
- Should staff ratios due to family or own sickness dictate that the setting is unable to remain open, all avenues such as emergency cover and agency staff cover will be explored before such a decision is taken.
- Decision to re-open either fully or partially will be made following government advice and the levels of child/staff sickness in the setting at that time. Said decision will be made following Trutee consultation. EYCS, staff, parents/carers will be informed by landline, mobile or e-mail of decision.

Supplies

- Food, nappies, cleaning materials will have been ordered and stored to take in to account extra required during this time. Parents will be asked to contribute extra paper tissues to help keep costs down.

Dealing with illness and bereavement

- Ideally all staff will attend Early Years courses as and when they become available to enable support of parents, children and staff should a bereavement occur.
- Local support organisations have not yet been sourced, but when identified will be made known on our Parents and Staff Boards.
- Should rapid access to medical help be required, setting will contact Emergency Services, although should this become an overwhelming task for local ambulance services, maybe a consultation with setting's insurance company re transporting staff/children via staff vehicles should be sought?

Staffing

- Current government advice states that staff who are ill, who think they are ill, or whose children are ill should not come to work.
- High risk staff, because of existing medical conditions, need to be identified (maintaining confidentiality).

Contractual arrangements

Staff

- After consulting the Trustees it was agreed that if the preschool are receiving Full Free Early Education funding, the staff would be paid, should the preschool have to close. If we have to close but do not receive funding then the staff would be paid for a maximum period of four weeks. If at anytime Surrey Early Years removes the funding or uses a child's funding elsewhere, staff may not receive full pay.
- If the preschool re-opens on Government advice, staff may be required and make themselves available for work.
- If an employee refuses to work through personal circumstances, they may take unpaid leave with agreement from the Trustee's and in-line with employment law.

Parents

- If the setting is advised to close by the government or closes due to child or staff sickness levels, we will still be in receipt of Free Early Education and fees will therefore not be payable for the duration of the closure.
- Should a child be unable to attend due to sickness, or Parents/Carers sickness and/or self-isolation, fees will be payable.
- Should the Preschool open following Government Guidelines and a Parent who pays fees for their child, wishes for them not to attend, if offered a space, for any other reason apart from Extreme Critical Health, Full fees may be required for the remainder of the period the preschool is open on a half termly basis.
- If the setting refuses to admit a child due to sickness and the child is in receipt of Free Early Education funding, no fees will be payable.
- In the event that the setting is only able to partially open we have been advised that children whose parents/carers work in the Medical Emergency Services will have priority attendance followed by, Finance sector, Retail sector and then Free Early Education funded children. If your child does not attend under these circumstances, no fees will be payable.

Remote Learning

- If children are absent for a period of time due to a pandemic or isolation in a pandemic situation, the preschool will initiate remote learning opportunities, following their learning plans and will send these via email and /or Whatsapp.

Changes to Policy and Procedure

Any changes to this policy and any procedures may come into force following Government Guidance and Legislation changes to law or any new Legislation that the Government sees fit to implement. This includes any changes due to the Coronavirus Act 2020 and any subsequent Acts that will affect the Early Years Sector and our setting now or in future communication and changes.

Acts and legislation includes but is not exhaustive to:

Coronavirus Act 2020

Coronavirus (Covid-19) Guidance for educational settings

Early Years Foundation stage: Coronavirus Disapplications

Actions for Early Years and Childcare providers

Additional policies that run alongside this policy:

Protective measures in an emergency and/or pandemic situation

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

This policy was adopted at a meeting of **Little Saints Pre-School**

Held on (date)

Signed on behalf of the CIO Trustees

