

Pandemic or Endemic Policy and Procedure

A **pandemic** is a worldwide outbreak. An **endemic** outbreak targets a lower number of people.

The managers are responsible for ensuring this information is up to date by checking government websites on a regular basis and making sure everyone is aware of any changes highlighted by media and regulatory bodies.

Infection Control - Early Planning

In our setting children are reminded on a daily basis to sanitise their hands before snack or dinner and after using the toilet or other activities that need hygiene routines to be followed. Please refer to 'Health and Safety' policy for more information on our hygiene practices. Posters are displayed in the toilet area in picture form encouraging children to wash their hands. Paper towels and liquid soap are freely available daily. Tissues and bins for disposal are located around the room to use and help cut down on the spread of disease. Staff will encourage children to use the tissues themselves, however staff will assist if the need arises maintaining hygiene procedures.

Staff as part of their daily duties have routine procedures to keep the kitchen and toilets clean, washing floors using anti-bacterial sprays, anti-bacterial wipes, disinfectant and other cleaning products in guidance to their instructions, as part of their daily procedures.

During a Pandemic or Endemic

If a child becomes ill whilst in our care the child will be isolated in a comfortable area and kept away from other children to help prevent the spread of disease. Staff members would sit within one metre of the sick child unless they needed assistance in which case the member of staff would ensure they are wearing a pair of disposable gloves, and a disposable apron. It would be best practice to wear a face mask too if available and appropriate.

Staff will discuss with parents if children have been observed to be clearly unwell on arrival to pre-school. If the child has been given an infant suspension (for example Calpol) before arriving, the parent will be asked not to return for 48hrs or until they are no longer ill. If a child's family members are infected the child should not return until the family is well. Please refer to our parent / carer contracts and to our 'Health and Safety' policy.

Staff will ensure that all children and adults within the setting, continue to carry out good hygiene practice throughout the pandemic/endemic.

Closing and Re-Opening

It may be beneficial for the safety and health of the staff and children to close our setting. This will be the decision of the managers unless we have been advised by a government authority. If the manager or owner is unavailable to make this decision it will be the decision of the deputy manager. If either the managers or deputy managers close the setting for this reason they will inform the standards and regulations office located at Thompson House (Gillian Pink 821000 extension 8414) and Ofsted (0300 123 1231) It would also be advisable to notify our insurance provider.

The following circumstances will impact on the decision to close the setting.

- Staff ratios became unsafe.
- 50% of the children on the register were absent.
- Local schools and pre-schools have closed for endemic or pandemic reasons.
- Children's immediate family is affected by the flu pandemic.

The setting would close immediately if advised by a government authority.

In the event that we decided or were advised to close during or before a session parents/carers would be informed by: *Telephone, answer phone message, Email, Text Message, a notice on the front door.*

All ways of communication will be exhausted to gain parental confirmation of collection before any external professionals were contacted.

When informing parents/carers that we are able to re-open the communication methods of *telephone, Answer phone message, Email and text message* will be used to inform each parent individually.

It is the role of the managers and deputy manager to inform all parents/carers and to ensure they receive the same message.

Contractual Arrangements - Parent / Carers contract

Each parent / carer is asked to read and sign a copy of our contract as part of our admission process.

In the event of the flu pandemic children who receive the Early Years free entitlement funding will not be affected if we decide to close or are advised to close our setting. All 2 year olds and children not yet eligible for the Early Years free entitlement funding will not be expected to pay pre-school fees in the event of a long-term closure. A long-term closure is any closure over 1 week.

Children who are thought to be of high risk for example asthmatics are advised not to attend pre-school during an endemic or pandemic and therefore will not be expected to pay pre-school fees.

If parents/carers of a child from a family unaffected by the flu pandemic choose to keep their child at home even if our setting remains open they will be expected to pay pre-school fees as normal. Please refer to our parent/carer contract.

Contractual Arrangements - Staff Contracts

Members of staff are asked to read and sign a contract as part of our employment process. Our setting is a small business that employs thirteen members of staff and two managers. In the event of a flu endemic or pandemic we would decide to close if:

- Over a third of the staff are off or have a dependant off through the endemic or pandemic that make our ratios unsafe for us to operate.
- Over half the children on role for the session were off due to the endemic or pandemic.

Our policy on working ratios for our setting is, one adult to six children aged between 3 and 5 years and one adult to four children aged between 2 and 3 years.

There will be no changes to a member of staff pay entitlements in the event of our closure and they are in good health, any hours may be requested to be made up at the manager's discretion. Members of staff will be entitled to statutory sick pay if they contract the flu endemic or pandemic disease.

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Carisbrooke Clever Cloggs Day Care Ltd
Wellington Road, NEWPORT IOW PO30 5QT

Staffing, Students and Volunteers

Staff contracts will be reviewed to reflect changes, members of staff still able to work, though the building has closed will be asked to clean as appropriate.

Staff members, students and volunteers would be informed by telephone in the event of our closure or re - opening.

Dealing with Illness and Bereavement

If a bereavement occurs for members of staff, children, parents / carers we will ensure that support is given to those effected. We will take the lead from the bereaved family and ask them how they wish to proceed.