

Safeguarding and Welfare Requirement: Health

The provider must promote the good health of children attending the setting. They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill.

6.8 Strategic leadership and planning - pandemic virus

This should be read in conjunction with the procedure, 6.8 Dealing with flu-like symptoms, and 6.2 Managing children who are sick, infectious, or with allergies

Allocation of responsibilities

- The person who would take key decisions in the event of Beverley Feeney being absent during a pandemic is the Deputy Manager, Alison Paulley.

Key aspects of the business

In order to keep running the following key aspects need to be maintained.

- Routine cleaning and preparing the environment for the day;
 - At least 2 members of staff must be at nursery by 8.00 am in order to set up.
 - At least 2 members of staff must be at nursery until the close of business at 4.30 pm.
 - Delivery of snacks and milk - can be maintained by on-line delivery.
- Staff who are well will be expected to provide front line cover for absent staff in an emergency. This will ensure that children are cared for by familiar adults.

Systems for reporting and recording sickness absence

- Absence due to illness is recorded on the register as such. Parents will contact the nursery by telephone and also have a mobile contact for out of hours emergencies (077 59 47 11 47).
- Staff must contact the manager, Beverley Feeney, or the person in charge; by speaking to them on the telephone immediately they become ill in order to report any possible absence due to illness.

What to do if the setting has to close and subsequently re-open

- Parents will be notified, in the first instance by telephone that the nursery will close.
- A letter will be sent to parents explaining the situation and when it is expected that the nursery will re-open.
- If the setting is closed due to a pandemic virus amongst children and/or staff then all equipment and furniture will be cleaned before re-opening.
- In addition, if closure is due to staff illness then the setting will only re-open when sufficient staff are well enough to return to work.
- The landlord will be notified of any closure and kept up to date with proceedings.
- Hampshire Early Education and Childcare Unit and Ofsted will be notified of closure.

Situations that could result in considering closure

- Insufficient qualified staff to meet ratios.
- Pandemic outbreak that suggests closure would prevent further infection.

How these situations can be overcome

- Maintain contact with agencies that are able to provide staff at short notice.
- Maintain efficient hygiene procedures at all times to prevent the spread of infection.
- As a last resort before closure: limit the number of children at nursery to 'funded children only' if this helps to meet the required ratio of qualified adults to children.
- Unqualified positions may be filled by volunteer parents. Child protection procedures must be adhered to, i.e. adults must not be left alone with children. The number of staff must exceed the number of volunteers.

Essential supplies

- Nursery manager, Beverley Feeney must ensure there are sufficient essential supplies on site to continue to run the nursery even in the event of key staff absence.
- Example - cleaning materials, toiletries, snacks for children, milk. All these products can be delivered by internet order from Tesco if required.

Communications

Contacting parents

- Up-to-date contact information for parents is kept in the filing cabinet.

Media spokesperson

- Beverley Feeney, then Alison Paulley

Media guidelines for staff

- In the absence of the Manager or Deputy - It would be best to say nothing to the media but if this is unavoidable keep information to basic facts, i.e. closure because of insufficient staff, pandemic outbreak. Give no details. Do not mention any individual names of parents or children, or staff.

Hygiene

Parents and staff have been informed about effective hygiene - see procedure for Dealing with flu-like symptoms.

- Children will be educated and reminded about good hygiene when sneezing, coughing and blowing noses in line with the NHS 'Catch it. Bin it. Kill it.' guidelines.
- Reminders will be in place regarding hand washing.
- Anti-bacterial gel will be used by staff after helping children with blowing noses.

Further information

NHS advice

<http://www.nhs.uk/conditions/Pandemic-flu/Pages/Introduction.aspx>

<http://www.flu.gov/>

This policy was adopted by

The Riverside Nursery School

On

29th June 2017

Date to be reviewed

June 2018

Signed on behalf of the provider

Name of signatory

Beverley Feeney

Role of signatory

Owner/ Manager