



# St. Michael's Pre-school Policies and Procedures

**1.7 PANDEMIC POLICIES AND PROCEDURES** - This policy and procedures runs in conjunction with our current St. Michael's policies and procedures.

## **Policy statement**

The principles of our policies and procedures remain. However, this policy details some key changes that will apply for the opening of our pre-school during a pandemic situation.

We will ~~be monitoring~~ the local R rate together with information on new cases within Wiltshire and in conjunction with Wiltshire Council guidance on the safety of opening local settings. At any point that we deem it unsafe to operate we will close with immediate effect. Procedures will be revised at the point of a pandemic.

## **Procedures**

During the course of a pandemic the following procedures will be implemented to ensure the health and safety of all children, staff and other adults associated with the setting. Please ensure you read these carefully. Attendance of your child at the setting will assume your agreement to and understanding of the details as shown in this policy.

### **1) Attending the Setting**

All visitors to the setting **MUST WEAR A MASK**

Following Government and local authority guidelines your child must only attend one setting to minimise cross infection and transmission of the virus. This includes all pre-school, nursery and childminder settings.

a) Session times from September 2020 will be as follows:-

3/4 year olds      9.00 am to 3.30pm

2 year olds        9.15am to 11.45 am

b) If a child is unwell prior to attendance **DO NOT BRING YOUR CHILD TO PRE-SCHOOL.**

- c) Do not administer any form of paracetamol/calpol to your child before arrival at the setting as this may hide something more serious.
- d) Fever and temperature checks will be conducted, on arrival and leaving the setting, for all children, staff and visitors. Temperatures will be recorded. Where it is deemed that someone is displaying symptoms of a fever they will not be allowed into the setting. Fever and temperature checks may also take place during the session and certainly in the case where any child or adult displays symptoms of not feeling well.
- e) Only one parent/guardian should bring/collect their child.
- f) The person dropping off/collecting their child should wait at the main gate to the setting grounds
- g) The government guideline social distancing must be maintained whilst waiting to drop off/collect your child
- h) Parents/guardian dropping off/collecting their child are requested not to remain within the vicinity of the setting gate to talk to other parents/carers.
- i) On arrival child will be collected from the gate by a member of staff
- j) On departure parents/guardians must wait at the gate, at all times maintaining the government guideline social distancing, where a member of staff will bring your child for collection.
- k) If staff need to speak to a parent/guardian or need any forms signed you will be contacted by telephone by 12 noon to advise you of the procedure to be followed
- l) Each child must bring a bag with a complete set of clean indoor clothing and underwear. This will remain at the setting to be used in the event of a child needing to be changed. Any soiled/wet clothing will be sent home at the end of the session and will need to be replaced at the child's next attendance.
- m) Children **MUST NOT** bring toys/cuddlies to the setting.
- n) If a child becomes upset or injures themselves members of staff may feel it appropriate to give the child a hug. **If you do not wish for this to take place** with your child please advise in writing on your child's first attendance.
- o) Where a child needs support to settle a parent may be permitted, at the discretion of the manager or deputy managers, to be on site as necessary, including attendance during a session. In this event the parent will be required to wear a mask at all times and any other PPE as deemed appropriate.
- p) Staff will not attend the setting if they feel unwell.

- q) Where there are insufficient staff available to run a session, due to illness or isolating due to the pandemic, the setting may need to close at short notice.
  
- r) Holidays abroad - For the health and safety of the children and staff at St. Michael's pre-school you are required to declare if you have returned from a foreign holiday within the 14 days prior to recommencing attendance following any school holiday period. If holidays are taken abroad you must to adhere to the Government guidelines, as specified at that point in time. Your commitment to pay any fees or charges incurred at pre-school during periods of isolation will remain in place.

**2) In the event of a child falling ill during a session - To be read in conjunction with the current policy**  
**6.2 Managing children who are sick, infectious, or with allergies**

During the pandemic outbreak, any child showing pandemic related symptoms, such as a high temperature; a new, continuous cough; unexplained rashes; loss of taste or smell, the following sequence of actions need to be taken:

- a) We will contact the emergency contact number on file
- b) Parent/guardian will be requested to collect child and immediately contact NHS 111 for further advice/guidance. Under current guidelines your child **must be tested** if they display any pandemic related symptoms.
- c) Child's parents are requested to inform the setting of the outcome/diagnosis and keep child at home for the recommended exclusion period. For cases of suspected Coronavirus, staff and service users must adhere to current Government advice regarding self-exclusion, even if no symptoms are present, in line with scientific data @ 14 days and as advised by PHT.
- d) For confirmed cases of a notifiable disease and Coronavirus the setting must contact their local Health Protection Team (HPT) as soon as possible for further guidance. The line manager will inform the owner/trustees/directors and retain a confidential record.
- e) Acting on the advice of the local HPT, the setting will either:
  - close for a set period and undertake a deep clean
  - carry on as usual but also undertake a deep clean
- f) If a notifiable disease is confirmed, staff must inform the line manager immediately and Ofsted must be informed within 14 days. Cases of confirmed Coronavirus should be treated as a notifiable disease.
- g) A deep clean is undertaken at the soonest opportunity following any illness outbreak. Hand hygiene messages are reinforced and staff are vigilant to any further signs of infection.
- h) The manager continues to liaise with the HPT as required and keeps a full record of children affected, how long they are away from the setting and the date on which they return.
- i) In the event that a child with symptoms present at the setting begins to deteriorate we will call 999.

**3) Hygiene**

- a) PPE is in place for all staff which will be used in line with government guidance. Staff have been trained in how to put on and remove PPE safely along with the safe disposal of used PPE as detailed in government guidance.
- b) Cleaning will take place at regular intervals in line with government guidance.
- c) Toilet areas will be cleaned regularly and as necessary. A record of cleaning will be maintained.
- d) Children and staff will be required to clean their hands on arrival and departure. Frequent hand washing will take place during the session.
- e) Hand sanitisers are accessible throughout the building.

#### **4) Minimising risk**

- a) Resources have been put into place to minimise the risk of transmission. There is **NO GUARANTEE** that the virus will not be transmitted.
- b) Resources/toys and areas accessed will be cleaned at the end of each session and during the session as required.
- c) Visitors to the setting will be kept to an absolute minimum with attendance only allowed where deemed necessary.

#### **5) During the course of a pandemic the following existing policies will be affected as follows:-**

##### **1.2 Safeguarding children, young people and vulnerable adults.**

All staff remain alert to any signs that during a pandemic outbreak a child in their care is suffering from or likely to be suffering from harm. This includes signs of neglect that may be caused by extraordinary circumstances due to measures to curb the spread of the virus. See Annex 1 to this policy

##### **2.2 Student placement - Suspended**

##### **4.1 The role of the key person and settling-in**

During the pandemic outbreak it may be that some children will not have their usual key person. Where this is the case, the principles of the key person role are followed as closely as possible. We will inform parents/carers if there is a change

If applicable, any temporary staff will be trained to proficiently and safely administer medication and medical procedures for individual children. They will also adhere to the guidelines and procedures on caring for the individual needs of children with SEND, as detailed in their Health Care Plans.

## **5.1 Staffing**

During a pandemic outbreak, staff will be deployed as per the government guidance. Relaxation of the rules on ratios may be implemented only in exceptional circumstances, and only during the pandemic outbreak period. Any relaxation of ratios must be based on a risk assessment approach and with the authorisation of the manager.

## **6.5 Food and drink**

Where food is provided, in circumstances where there is shortage of food supplies, it may be necessary to ask parents to supply healthy snack items for their child.

The following snack/lunch time procedures within pre-school will be followed:

- (a) Children's hands are washed prior to and after being given food or drink.-
- (b) Staff who are eating with the children must role-model hygiene best practice.
- (c) Tables are never overcrowded during mealtimes. Some social distancing is encouraged even though it is acknowledged that children will play in close proximity for the rest of the session.
- (d) Staff will adhere to hygiene procedures before preparing food/drink. Any PPE deemed necessary will be worn in line with government guidance.

## **8.3 Supervision of children on outings and visits - Suspended**

During the outbreak, trips and outings are suspended. Children will still have access to outdoor play and learning opportunities as normal.

## **8.6 Animals in the setting - Suspended**

## **9.11 Promoting Positive Behaviour**

This is an unsettling time for young children. Practitioners are alert to the emotional well-being of children who may be affected by the disruption to their normal routine. Where a child's behaviour gives cause for concern, practitioners take into consideration the many factors that may be affecting them. This is done in partnership with the child's parents/carers and the principles of this procedure are adhered to.

## **10.7 Provider records**

During the pandemic outbreak there may be the need to keep additional records as part of outbreak management.

A central record of all confirmed cases of pandemic that affect any member of staff or service user is held. This record does not contain personal details about the individual (unless for a member of staff). Records are kept of individual cases of children/families who are self-isolating due to symptoms. In all cases the principles of data protection are maintained.

## Legal framework

<b>This policy was adopted by</b>	<u>St Michael's Trustee Committee</u>
On	<u><del>15-06-2020</del> <del>18-08-2020</del> <del>30-08-2020</del> <del>29-06-2021</del> 26-03-23</u>
Date to be reviewed	<u>Every 1 year or as required</u>
Signed on behalf of the provider	<u>Victoria Pearmain</u>
Name of signatory	<u>Victoria Pearmain</u>
Role of signatory (e.g. chair, director or owner)	<u>Chairpersons</u>

## Other useful Pre-school Learning Alliance publications

## Annex 1

**Vulnerable children** include children who have a social worker and young people up to the age of 25 within education, health and care (EHC) plans. It also includes children who have been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued attendance as per current government guidance.

Our senior leaders and DSLs (Designated Safeguarding Leads) have the flexibility to offer a place to children who do not have a social worker but for whom some safeguarding needs have already been identified.

There is an expectation that all vulnerable children who have a social worker will continue to attend an educational setting, so long as they do not have underlying health conditions that put them at risk.

To support the above we will, when communication with parents/carers of vulnerable children, confirm that emergency contact numbers kept on the children's files are correct and ask for any additional emergency contact numbers where they are available.

As children return to school, we will ask parents to advise us of any changes regarding welfare, health and wellbeing before a child returns so that safeguarding and welfare information held on all children remains accurate.

Concerns about vulnerable children not physically attending should be progressed through the most appropriate channels. It is important at this time that even if a case would not typically 'meet threshold' that we collectively discuss children we are concerned about in a multi-agency forum and determine what support can best meet their needs. Additional advice and support for children and families will be sought from the Early Support Hub on 0300 456 0108 or [MASH@wiltshire.gov.uk](mailto:MASH@wiltshire.gov.uk)

As children return to setting there is an expectation that staff will work with and support children's social workers and any other relevant safeguarding and welfare partners. Regular contact will be made with these partners.

### Designated Safeguarding Leads

To ensure setting staff have access to specialist advice and support about safeguarding, the following details continue to apply as the setting reopens.

1. Trained DSL/DDSL will be on site during opening hours.
2. In the event that neither the DSL or DDSL are present the following contacts will apply:

Name	Sonja Kotevska
Job Title	Setting Manager
Registered base	St. Michael's Pre-school
Telephone number	07849 722670
Email	<a href="mailto:Sonja.kotevska@st-michaels-preschool.uk">Sonja.kotevska@st-michaels-preschool.uk</a>

Name	Sophie Neagu
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Job Title	Trustee
Registered base	St. Michael's Pre-school
Telephone number	07849 722670
Email	<a href="mailto:pr@st-michaels-preschool.uk">pr@st-michaels-preschool.uk</a>

## **Reporting a concern**

Where staff have a concern about a child they will continue to follow the process outlined in the setting Child Protection and Safeguarding Policy. We recognise that staff may identify new safeguarding concerns about individual children as they see them in person following setting closures and staff will follow the setting reporting procedures if they have any concern.

Any email containing confidential information will be sent using official setting email addresses.

Where staff are concerned about an adult working with children in the setting they will continue to follow the Wiltshire process set out in the allegations flowchart published on [www.wiltshirescb.org.uk](http://www.wiltshirescb.org.uk) In the absence of the DSL/DDSL/Manager or Chair of Trustees staff will follow the alternative leadership contact arrangements.

## **Change to the DOFA Service due to a pandemic**

Currently there are some changes in seeking a consultation or making a referral to the Wiltshire DOFA Service.

From 1st June all consultations and referrals must be made in writing. Concerns and referrals for the attention of the Designated Officer should be emailed to [dofaservice@wiltshire.gov.uk](mailto:dofaservice@wiltshire.gov.uk) along with a name and contact telephone number and a referral form will be forwarded for completion.

The telephone number for the service is now 0300 456 0108.

## **Safeguarding training and Induction**

As DSL face to face training has not been available during the setting closure due a pandemic, D/DSL training will continue to meet statutory requirements, even if the refresher training and annual updates are not available within the required timescales. Our D/DSLs will continue to keep up to date by reading government guidance and other relevant newsletters, e.g. NSPCC as they are published.

## **Supporting children not in setting**

We recognise that a setting is a protective factor for children and young people, and the current circumstances can affect the mental health of children, their parents/carers and our own staff.

We will devise plans to support any child who is vulnerable and not able to attend the setting for any reason as well as to support the children as they return. Plans will be shared with parents, and social workers where involved, and will be reviewed fortnightly.

## **Supporting children in setting**

The manager will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate. We will adhere to the government guidance for education and childcare settings

on how to implement social distancing and continue to follow the advice from Public Health England to limit the risk of spread of a pandemic as well as the Wiltshire Council pandemic guidance and advice for opening of educational settings. We will always implement safety measures we recognise as best practice in our setting for the support of children and staff and review this periodically.