



Panda Playgroup, Sticky Mitts and Tiny Tots

WI Hall, Station Road, Copmanthorpe, YO23 3SX

Member of the Pre-School Learning Alliance

Registered charity number 1035584

Ofsted number 321619

Promoting health and hygiene

Flu Pandemic Procedures

Policy statement

At Panda Playgroup we provide care for healthy children and promote health through helping children to learn how to prevent cross infection of viruses. Our aim is always to protect our children, staff and employees during a flu pandemic. To do this we will work in partnership with the Local Authority and other childcare providers in our area. We aim to remain open for as long as it is safe and practical to do so, but may need to close at short notice if it is deemed best for the welfare of either our children or staff.

Procedures

- We will ensure that our procedures are up to date with the latest Government guidance and keep parents and staff informed if our procedures alter as a result of new guidance.
- We will ensure that our contact lists for staff, volunteers and children are kept up to date and are with more than one member of the committee.
- We will endeavour to keep parents and carers for Sticky Mitts and the Baby & Toddler Group up to date where contact details have been provided.

Opening during the Pandemic

- We will ensure that infection control is practised consistently and rigorously throughout the setting and keep up to date with advice from the Chief Medical Officer relayed to us through our Local Authority.
- We will ensure that we communicate regularly with the Local Authority during the pandemic (daily if necessary).

Keeping our Children Safe

- We will issue guidance to parents about how to avoid spreading viruses.
- We will ensure that the Playgroup is fully equipped with materials to implement infection control e.g. tissues, alcohol-hand gel, tissue disposal, soap, hot water etc.
- During the pandemic we will regularly remind children to:



- Cover their nose and mouth with a tissue when they cough or sneeze, and have them throw the tissue away after they use it.
- Wash their hands often with soap and water, especially after they cough or sneeze. If water is not near, they will be encouraged to use an alcohol-based hand cleaner (unless the child has sensitive skin).
- Remind them to not to touch their eyes, nose, or mouth as germs often spread this way.

Keeping our Staff and Volunteers Safe

- All staff and volunteers will be reminded to:
 - Follow the same procedures the children follow when coughing or sneezing.
 - Wash their hands with soap and water, or use an alcohol-based hand gel after wiping a child's nose or mouth, after touching objects such as tissues or surfaces soiled with saliva or nose drainage, after nappy changes and after assisting a child with toileting.
 - Oversee hand washing, encouraging children to wash hands properly.
 - Oversee the use of alcohol based hand gel to ensure children continue to rub this in until the gel has dried.

Children who are ill

- It is the responsibility of our parent/carers to ensure that they help us to protect **all** the children in our care. Therefore for the period of the pandemic:
 - If your child is showing any of the symptoms associated with pandemic flu or appears unwell, **they should not be brought to the Playgroup/Sticky Mitts/Baby & Toddler Sessions.**
 - If a child has a close family member or has been in close contact with someone who is in the infectious stage of pandemic flu, **they should not be brought to the Playgroup/Sticky Mitts/Baby & Toddler Sessions.**
- Children should only return when all symptoms of the flu have passed.
- Parents may be asked to take their child to the doctor before returning; we will refuse admittance to any children who have a temperature, sickness and diarrhoea or a contagious infection or disease.



Staff or Parent Helpers who are ill

- We will ensure that all staff and parent helpers are aware that Government advice is that **they should not come to work if they think they are unwell**, throughout the period of the pandemic.
- Staff should only return to work when all symptoms of the flu have passed.

Supporting our Staff

- We will support any staff who are ill or who need time off to care for dependents.
- All staff are legally entitled to unpaid time off work to deal with an emergency involving a 'dependent', this would include if a dependent falls ill. A dependent could be a husband, wife, partner, child, parent or anyone living in their household as a member of the family. This could also include anyone who reasonably relies on you for help in an emergency e.g. an elderly neighbour.
- In the event that a staff member needs to take time off through illness or to care for dependents they should follow normal procedures and let the Supervisor and/or Chair know as soon as possible. Staff are allowed 'reasonable' time off to deal with the emergency.

Cleaning

- We will ensure that the child care environment is clean and frequently touched surfaces, toys and commonly shared items are cleaned frequently. Government advice is that normal cleaning products are all that are required.
- During the pandemic we will avoid using toys and equipment made of soft materials that cannot easily be cleaned.

Procedures for children who are sick or infectious

- If children appear unwell during a session e.g. have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach we will follow our normal procedures. The Supervisor will call the parents/carers and ask them to collect the child, or send a known carer to collect on their behalf.

Closure based on local circumstances

- The playgroup will need to close if we have insufficient staff at the appropriate level to meet our statutory obligations or to run the session safely. Where possible we will move staff between our two settings, or use volunteer parents to keep the sessions running.



- The decision to close will be taken by the Leader or if not available the Chair.
- If it is necessary to close we will try to give parents and carers as much notice as possible, and will place a notice on the door at the venue affected.
- Parents will be notified by phone or email when the Playgroup is expected to re-open.

Closure on advice of the Local Authority

- Should the infection levels in an area pose a risk to child welfare, the Local Authority will inform all settings in an area. It is then the responsibility of the Chair to make the decision whether the playgroup will close.
- The Local Authority does not have the power to direct us to close, however we will follow any advice issued that is intended to safeguard children's welfare.

Re-opening

- If we close because of a pandemic, we will inform parents and staff of when we expect to receive an updated advice about whether we need to remain closed (usually after 2-3 weeks).
- We will keep parents and staff informed of any advice that we receive from the Local Authority.
- When we re-open we may decide to reopen only to those children who have had pandemic flu and recovered. This decision will be taken on the advice of the Local Authority and based on health protection information.
- We will follow any advice given by the Local Authority on conditions or specific measures to be taken on re-opening.

Fees

- In the event of closure either on the advice of the Local Authority or due to staff absence related to the pandemic, any fees paid will not be refunded.

This policy was adopted at a meeting of Panda Playgroup held on:
Date to be reviewed:

Signed on behalf of the management committee:
Name and role of signatory:

Signed on behalf of the staff team:
Name and role of signatory:

