



Twixus Childcare Centre

Baby Unit for 0 - 2 year old children

Day Nursery for 2 - 5 year old children

Before and after School Holiday Care for 5 - 16 year old children

## Pandemic Management Policy

### CONTACT INFORMATION

#### Local Authority (LA) contact

Our school follows the safeguarding protocols and procedures of our safeguarding children board (LSCB)  
The Designated Officer for child protection

Bromley Local Authority  
Bromley Safeguarding Children Board  
<http://bromleysafeguarding.org>  
Lead Officer for Education Safeguarding - Quality Assurance:

**Gemma Taylor**

Tel: 020 8461 7669 or 0208 313 4325

Email: [gemma.taylor@bromley.gov.uk](mailto:gemma.taylor@bromley.gov.uk)

#### LADO

#### Urgent medical help

If you need urgent medical help, use the regular [NHS 111 online service](#).

The 111 online service asks questions about your symptoms to help you get the help you need.

Call 111 if you need urgent help for a child under 5 or cannot get help online.

#### Introduction

We recognise the incidents of infectious disease are common in childhood and that nursery and pre-school settings have the potential to provide the ideal conditions for disease to spread. At Twixus, we work to minimise and control the spread of infection so that we may protect the health and wellbeing of all adults and children in our setting.

We therefore have developed the following Pandemic Policy so that we have clear procedures in place to reduce the risk of infection and also so that we have a written plan in response to an outbreak of infectious disease.

- We actively promote healthy practices in our daily routines with the children
- We require the parents and carers to keep their child at home in the event of illness. (see Illness Management Policy).
- We notify parents if there is any case of infectious disease, such as chicken pox.
- Twixus management keep up to date with the latest recommendations from Public Health England (PHE) and the World Health Organisation and we review and update our policies and procedures on a regular basis.

The Management also ensures that staff members are kept abreast of any changes in legislation. Staff members are also informed of any advice and guide lines from Public Health England.

### **Action to take in the event of an outbreak.**

An outbreak can be defined as "two or more linked cases of the same illness or when the number of cases of the same illness unaccountably exceeds the expected number". An epidemic is defined as rapid spreading of an infectious disease to a large number of people in a short period of time and it becomes a pandemic when the infection crosses international boundaries, affecting a large number of people.

Outbreaks of infectious disease occur from time to time in nurseries, pre-schools and schools. Their severity depends on several factors:

- The seriousness of the disease.
- The number of children affected.
- The mode of transmission.
- The amount of anxiety they generate in parents and staff.
- Whether any specific action is necessary to stop further cases (for example, immunisation or improving food-handling practices).

### **How do we know there may be an outbreak?**

Twixus staff and Managers are aware of the following indications that they have an outbreak of an infectious disease in their setting:

- Several children may be ill in nursery at the same time with the same symptoms. The symptoms could include signs of general illness which may include shivering attacks or feeling cold, fever, headache, vomiting, sore throat or just vaguely feeling unwell.
- There may be a sudden increase in the numbers of absentees.
- Parents may advise the nursery that their children are suffering from an infectious disease.
- The local health protection unit staff or community infection control nurse may contact the nursery.
  - The government or local authority have made our setting aware.

## **Actions to follow in the event of an outbreak.**

If a member of staff suspects an outbreak, he or she should discuss the matter with the the Managers or Safeguarding Officer who will then seek advice from the Local Health Protection Team(HPT) responsible for Bromley or call 111 for advice from the NHS helpline,

When contacting the local HPT or NHS; we need the following details in order for an accurate assessment to be undertaken

- How many children and staff members are ill?
- What are their symptoms?
- When did the symptoms first start for each child or adult affected?

## **Nursery Closure**

If the government authorities decide that the situation is at the stage that schools and nurseries are required to close in the local area, we will follow the guidance of the local authority.

If we have to shut the nursery, parents will be notified by telephone, and by email to arrange collection of their children.

We will remain closed until we are instructed that it is safe to re-open.

## **Guidance for Early Years Settings - COVID-19 Site Operating Procedures**

These guidelines are intended to assist early years providers in implementing precautionary measures to reduce the spread of COVID-19 disease in childcare settings. Providers should build on these considerations and guidelines to form Site Operating Procedures (SOP), suitable to their situation. These guidelines are based on Public Health England and Department for Education guidance for educational settings and their key workers. The fundamental principle of this guidance is to ensure physical distancing between identified groups and to implement good hygiene practices. The design of settings as relatively small communities with an average size of 45 places for day care on non-domestic premises with an average floor area of 225sqm and further subdivided rooms, greatly assists our ability to create physical distance between groups and cluster children into specific cohorts or 'bubbles'.

### **Focus Area of Consideration: Recommendations**

#### **Children Attendance**

- Only children who are symptom free or have completed the required isolation period should attend the setting.
- Providers may consider taking temperatures of children on arrival and risk assessing with regular health questionnaires for returning children

### **Physical distancing/ grouping**

- Children are usually organised into small groups or rooms within early years settings. Wherever possible these small groups or 'bubbles' should not mix during the day
- Care routines including provision of meals, nappy changing and toileting should be within the space allocated to each 'bubble' wherever possible
- The use of communal internal spaces should be restricted as much as possible
- Outdoor spaces should be used by different 'bubbles' at different times of the day
- Distancing of beds/cots should be facilitated wherever possible

#### Wellbeing and education

- Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue
- Children should be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time

### **Workforce Attendance**

- Staff should only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result.
- Providers may consider taking temperature of staff on arrival and risk assessing with regular health questionnaires for returning staff
  - Consideration should be given to limiting the number of staff in the nursery at any one time to only those required to care for the expected occupancy levels on any given day

#### Physical distancing/ grouping

- Wherever possible staff should remain with the small group of children, the 'bubble' of children who they are allocated to and not come into contact with other groups.
- Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications to make this feasible.
- Social distancing must be maintained during breaks. This may be achieved through a range of strategies including the staggering of breaks and subdivision of spaces allocated to team breaks where possible
- Staff members should avoid physical contact with each other including handshakes, hugs etc.
- Where possible, meetings and training sessions should be conducted through virtual conferencing

#### Training

- All staff members must receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating

### **Parents Physical distancing**

- Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child
- Aim to limit drop off and pick up to 1 parent per family and stagger the timings where possible
- Arrange drop off and pick up at the nursery entrance to avoid parents entering the nursery unnecessarily

- When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area
- Consider allowing parents to enter the nursery for the purpose of settling in sessions if not doing so would cause a child distress. The provider should consider measures to minimise contact between the parent and other children and staff members.

#### Communications

- Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves

#### Visitor Visits

- Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the nursery unless essential (e.g. essential building maintenance). Where essential visits are required these should be made outside of the usual nursery operational hours where possible.

#### Travel

Travel associated with setting operations

- Wherever possible staff and parents should travel to the nursery alone, using their own transport
- If public transport is necessary, current guidance on the use of public transport must be followed
- Parents should be encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters at the setting premises
- Outings from the setting into the local community should be restricted unless the setting has no or very limited outside space in which case outings to open spaces which do not include mixing with members of the general public could be considered

Hygiene and Health & Safety

#### Hand Washing

- All children and staff must wash their hands upon arrival at the nursery
- Children and staff members should be encouraged to wash their hands frequently

#### Cleaning

- An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children's toys and equipment
- Communal area, touch points and hand washing facilities must be cleaned and sanitised regularly

#### Waste disposal

- All waste must be disposed of in a hygienic and safe manner
- Tissues must be immediately disposed of

#### Laundry

- All items within the setting requiring laundering must be washed in line with NHS laundry guidelines

- Items such as towels, flannels and bedding must not be shared by children

### **Risk assessment**

- All activity should be risk assessed and due consideration given to any adaptations to usual practice. It is expected that would include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of the sharing of food and utensils

### **PPE**

- Government guidance is that PPE is not required for general use in early years settings to protect against COVID-19 transmission. PPE should continue to be worn as normal for nappy changing and the administration of first aid

### **Building**

- Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks should be conducted prior to reopening including legionnaires checks
- Keep windows open where possible to ensure ventilation

### **Resources**

- Children should not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival
- All resources required for play and learning experiences of children should be regularly washed and/or sterilised
- Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly

### **Supplies**

#### **Procurement & monitoring**

- The setting should ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required for ensuring infection control
- A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting. When stocks are low, other options may be considered, such as the use of washable tabards. These items will be washed at a high temperature and separate to any other nursery washing.
- In the case the supply of food is interrupted, procedures must be implemented to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed.

## Responding to a suspected case

- In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the NHS guidance
- Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation
- The staff member responsible for the child during this time should be a staff member from their 'bubble'. The provider may consider suitable PPE for this staff member.
- The area should be thoroughly cleaned, immediately.
- The person responsible for cleaning the area should wear appropriate PPE
- In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they should return home immediately and isolate at home in line with the NHS guidance

**Acceptance and Application of Terms:** *The Management and Staff at the Twixus Childcare Centre has agreed (by signature) to uphold the legislative terms and working practices of this policy. This policy will be reviewed annually and/or when legislative terms or practical application requires amendments.*

14.05.2020