

# BEETLEY & DISTRICT PRE-SCHOOL

Registered as a Charity Number 1181636

## PANDEMIC POLICY

### Statement of intent

This Preschool believes that the health of children, staff and volunteers should be safeguarded at all times.

### Guidance

***Taken from 'Planning for a human influenza pandemic, guidance to schools and children's services, (Every Child Matters) Department for education and Skills and adapted.***

The Government may nationally issue advice that, in order to reduce the spread of infection among children, schools and childcare settings should close when a pandemic reaches their area. Beetley & District Preschool will close based on advice from the Local Authority and the local Health Protection Agency.

The Chairperson will be responsible for taking the decision to close after consulting with the Supervisor and Committee when the pandemic reaches the immediate area.

Closure may be based on:-

1. The advice of the above agencies
2. As a result of the number of children OR staff affected by the illness
3. No minimum Level 3 qualified staff in attendance.

Closure should take effect from the end of the day the decision to close is made, unless staff shortages make it impossible for the setting to operate safely for the day – unlikely in the early stages of a pandemic. We would not expect parents to be asked to come and collect their children earlier than usual.

If the setting closes, guidance from local authorities will be sought regarding the recommended time limit for closure but is likely to be no less than 7 days.

Parents will be contacted by telephone to advise of closure. St Mary's CP School should also be informed of the setting's decision to close.

The decision to re-open, and any conditions attached to it, would follow the same communications channels.

### Aim

In the event of a pandemic in the immediate area we will aim to:-

- Remain open and operate as normal during a pandemic
- Operate hygiene systems to minimise the risk of infection. In the case of ***human influenza*** this will include regular hand washing, disposing of tissues after every use and cleaning hard surfaces on a regular basis with anti-bacterial surface cleaner.

- Plan for higher than usual staff absences (supernumery position removed, existing staff to provide cover, relief staff and voluntary workers on standby)
- Give priority to funded children in the event of reduced staff numbers
- Have up-to-date contact details for parents and staff
- Segregate a child displaying symptoms and contact parents immediately for collection. At the earliest opportunity contact and take advice from the local Health Protection Agency
- Contact and take advice from the local Health Protection Agency if a child is suspected of having pandemic symptoms – even if the child is currently out of the setting
- Advise staff **not** to come to work if they are displaying symptoms or are caring for a family member with symptoms
- Disclose any information requested by the local Authority in relation to the pandemic, for example absence rates of children and staff
- Inform Ofsted of the situation.

### Contact details

Local Authority:-

Norfolk County Council,  
County Hall,  
Martineau Lane,  
NORWICH, NR1 2DH  
Tel: 0344 800 8020

Local Health Protection Agency:-

PHE East of England Health Protection Team  
Council Offices  
College Heath Road  
Mildenhall  
IP28 7EY

0300 303 8537 Generic email:

[eastofenglandhpt@phe.gov.uk](mailto:eastofenglandhpt@phe.gov.uk);phe.eoehpt@nhs.net

**Signed:**

**Chairperson**

**Manager**

**Date:**

**Date for next Review:**