Beetley and District Preschool

Registered Charity: 1181636

Part 3 – Health and Hygiene

Policy 3.3 – Pandemic and Infectious Disease Contingency Plan

Purpose of this Policy

Beetley & District Preschool recognises that widespread infectious disease outbreaks, including pandemics, may significantly impact the operation of the setting.

This policy outlines how the preschool will respond to such situations in a proportionate, organised and legally compliant manner. The safety and wellbeing of children, staff and families will remain the primary consideration at all times.

This policy should be read alongside the First Aid & Hygiene Policy, Identification of Illness and Exclusion Policy, Health & Safety Policy Statement and Risk Assessment Summary.

Guiding Principles

In the event of a local outbreak or national public health emergency, the preschool will follow current guidance issued by the UK Health Security Agency (UKHSA), the Department for Education (DfE) and Norfolk County Council where applicable.

Decisions will be based on risk assessment and official advice rather than assumption. The preschool will aim to remain open wherever it is safe and appropriate to do so, while implementing temporary control measures where required.

Clear communication with families and staff will be prioritised to ensure that everyone understands any changes to procedures.

Operational Arrangements

If advised by public health authorities, temporary measures may be introduced to reduce risk and support infection control.
These may include:

- Enhanced cleaning and hygiene procedures
- Adjustments to arrival and collection arrangements
- Increased ventilation within indoor spaces
- Limiting large gatherings or events
- Temporary adjustments to staffing deployment

Any measures introduced will be proportionate to the level of risk and reviewed regularly.

Attendance and Exclusion

Attendance expectations during a pandemic will follow current national or local public health guidance. Where isolation or exclusion periods are advised, the preschool will support families in understanding and implementing these requirements.

Children must be well enough to participate safely in normal preschool activities before returning. The setting will maintain supportive contact with families during any extended absence.

Staffing and Business Continuity

The Committee and Manager will monitor staffing levels to ensure that statutory ratios can be maintained safely.

If staffing levels fall below safe operating thresholds, the preschool may need to implement temporary adjustments, such as:

- Amending session times
- Reducing group sizes
- Temporarily closing sessions if necessary

Parents will be informed promptly of any operational changes.

Safeguarding Considerations

Periods of disruption can place additional pressure on families. Safeguarding responsibilities remain paramount at all times.

Any concerns regarding a child's welfare will be managed in line with the Safeguarding Policy and, where appropriate, shared with relevant agencies.

Monitoring and Review

This policy will only be activated when required by public health circumstances. Once activated, arrangements will be reviewed regularly to ensure they remain proportionate and effective.

The policy will also be reviewed:

- Following any period of activation
- In response to updated national or local guidance
- As part of the annual health and safety review cycle

Policy reviewed on: 1st March 2026
Next review due: 1st March 2027
Reviewed by: Hollie Durrant and Julie East