



ROCKS AND PEBBLES LTD



Rocks and Pebbles Pandemic Flu Policy

Updated with Coronavirus (COVID-19) information-March 2020

Date: February 2020

Review Date: February 2021

Rocks and Pebbles Ltd is the trading name of Rocks and Pebbles. Limited registered in England and Wales.

Registration No: 6415435

Director: Kate Asaf

Pandemic Flu Policy

Coronavirus (COVID-19)-Updated for March 2020

At Rocks and Pebbles, we like all settings will be following guidance from the department of education, public health England and the schools which we are based in with regards to the coronavirus. We have decided to outline some of the ways in which we will be keeping on top of infection control in our clubs.

COVID-19 is a viral infection similar to flu, spread from person to person by close contact. It typically causes fever and a dry cough, and in some cases may progress to viral pneumonia which cannot be treated by antibiotics. In the event that a child displays any of the symptoms below before attending club Rocks and Pebbles will be unable to accept them in order to keep infection control to a minimum and to prevent the spread to other children in our care. Symptoms of COVID-19 can include:

Cough	Sore throat
Fever	Tiredness
Difficulty breathing	

The initial symptoms are not dissimilar to other colds and flu-type illnesses, so the key question is whether the patient has also travelled to a high risk area in the last two weeks, or been in contact with a person who has.

Any child who becomes ill with symptoms which could be COVID-19 while at the Club will be isolated from the other children by at least two metres until the child can be collected by his or her parents. Most suspected cases turn out to be negative so the Club will remain open unless or until advised otherwise by the local Health Protection Team, but parents and staff will be informed, especially those in high-risk groups.

Should any children or staff experience symptoms of COVID-19 they should stay away from the Club until all symptoms have passed and they test negative for the virus.

If any staff or children have returned from a high risk area they will be asked to stay away from the Club for 14 days from their date of return.

Infection control

Like the common cold and other flu viruses, COVID-19 is spread by:

- **Infected people passing the virus to others through large droplets when coughing, sneezing, or even talking within a close distance.**
- Direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes or nose without first washing your hands.
- Touching objects (eg door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes or nose without first washing your hands. Viruses can survive longer on hard surfaces than on soft or absorbent surfaces.

We will limit the risk of catching or spreading COVID-19 at the Club by:

- Regular handwashing by staff and children
- Minimising contact between our hands and mouth/nose
- Covering nose and mouth when coughing or sneezing; using a tissue when possible, and disposing of the tissue promptly and carefully (bag it and bin it)
- Cleaning hard surfaces (eg door handles, light-switches, tables, etc) with sanitizer frequently
- Encouraging the children at the Club to follow the guidance above

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- Instructing staff to remain at home if they display any relevant symptoms, or sending them home if they first display symptoms while at work.

At Rocks and Pebbles we will promote infection control through the methods above, and in addition we will:

- Display posters and information to promote infection control
- Ensure that adequate supplies of cleaning materials are available within the Club
- Dispose of waste promptly and hygienically
- Provide tissues and suitable facilities for their disposal.

Closure

The latest advice is that closing individual settings is of limited benefit in stopping the spread of the disease. However, there may be some occasions when we will have to consider temporarily closing the Club because we have too few unaffected staff to run sessions safely. If this occurs the manager will contact Lewisham for further support and guidance.

The Club will also have to close if advised to do so by the local authority in the interest of safeguarding the children in our care.

In the event of closure, the manager will notify parents or carers as soon as possible. The manager will also inform the local Early Years or Childcare service as well as other relevant parties, eg feeder schools, other users of shared premises, etc. The manager will also notify Ofsted of the closure.

Advance planning

In preparation for dealing with COVID-19, the Club will ensure that all contact details for staff, children and parents are up to date.

We will prepare letters of notification for parents and staff, so that they can be distributed immediately if an outbreak occurs.

We will endeavour to build a bank of relief or supply staff who are able to provide cover should staffing levels fall below the required legal minimums. Any relief staff will be DBS checked at the time of joining our team, so that they are legally able to work with children should the situation arise.

The Club will regularly update its information regarding COVID-19, by checking the latest guidance from Public Health England and the local authority and will inform parents and staff of any changes to our emergency plans.

Pandemic Flu

Rocks and Pebbles recognises the importance of advanced planning in order to maintain services and limit the spread of pandemic flu within our setting.

Flu is a viral infection, spread from person to person by close contact. Symptoms may include:

Sudden fever	Limb and joint pain
Sudden cough	Diarrhoea or stomach upset
Headache	Sore throat
Tiredness	Runny nose
Chills	Sneezing
Aching muscles	Loss of appetite

Any child who becomes ill with symptoms which could be pandemic flu while at the Club will be isolated from the other children until the child can be collected by his or her parents. The Club will remain open but parents and staff will be informed, especially those in high-risk groups.

Any children or staff who are experiencing symptoms of pandemic flu should stay away from the Club until all symptoms have passed and they feel well.

Infection control

The flu virus is spread by:

- **Infected people passing the virus to others through large droplets when coughing, sneezing, or even talking within a close distance (one metre or less).**
- Direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes or nose without first washing your hands.
- Touching objects (eg door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes or nose without first washing your hands. The virus can survive longer on hard surfaces than on soft or absorbent surfaces.

We will limit the risk of catching or spreading the flu virus at the Club by:

- Regular hand-washing
- Minimising contact between our hands and mouth/nose
- Covering nose and mouth when coughing or sneezing; using a tissue when possible, and disposing of the tissue promptly and carefully (bag it and bin it)
- Encouraging the children at the Club to follow the guidance above
- Instructing staff to remain at home if they display any relevant symptoms, or sending them home if they first display symptoms while at work.

At Rocks and Pebbles we will promote infection control through the methods above, and in addition we will:

- Display posters and information to promote infection control
- Ensure that adequate supplies of cleaning materials are available within the Club
- Dispose of waste promptly and hygienically
- Clean hard surfaces (eg door handles) with sanitizer regularly
- Provide tissues and suitable facilities for their disposal.

Closure

The latest scientific advice is that closing individual settings is of limited benefit in stopping the spread of the disease. However, there may be some occasions when we will have to consider temporarily closing the Club because we have too few unaffected staff to run sessions safely. If this occurs the manager will contact the local authority for further support and guidance.

The Club will also have to close if advised to do so by the local authority in the interest of safeguarding the children in our care.

In the event of closure, the manager will notify parents or carers as soon as possible. The manager will also inform the local childcare information service as well as other relevant parties, eg feeder schools, other users of shared premises, etc. The manager will also notify Ofsted of the closure.

Advance planning

In preparation for dealing with a pandemic disease, the Club will ensure that all contact details for staff, children and parents are up to date.

We will prepare letters of notification for parents and staff, so that they can be distributed as soon as an outbreak occurs.

We will endeavour to build a bank of relief or supply staff who are able to provide cover should staffing levels fall below the required legal minimums. Any relief staff will be DBS checked at the time of joining our team, so that they are legally able to work with children should the situation arise.

The Club will regularly update its information regarding pandemic diseases, by checking the latest guidance from DfE and the local authority, and will inform parents and staff of any changes to our emergency plans.

Useful contacts

Lawrence House: 0208 314 6000

Ofsted: 0300 123 1231

This policy was adopted by: Rocks and Pebbles	Date: February 2020
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To be reviewed: February 2021

Signed: