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**BRAMBLES CHILDCARE CIO**

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| **POLICY TITLE:** | **COVID-19** |

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| **POLICY REFERENCE:** | **BRAM10** |
| **Issue Number:** | **02** |

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| **2020-2021** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

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| **2021-2022** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

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| **2022-2023** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

Policy to be reviewed and signed annually (see above). Policy to be re-issued 3 yearly or when changes are required. Whichever occurs first.

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| **Issue Date:** | **OCT 2020** |
| **Review Date:** | **OCT 2023** |

**Introduction**

This policy applies to all Employees, Parents, Children, Volunteers, Students and anyone else working on behalf of the Brambles Childcare. This policy also applies to service users and delivery drivers visiting the setting.

**Purpose of policy**

* Protect all employees, and service users including parents and children from coming into contact with Coronavirus (COVID-19).
* To maintain the minimum level of staff to continue to provide the welfare needs of the children in our care.
* To prevent the spread of Coronavirus (COVID-19)

**Brambles Childcare Closure (March 2020)**

The setting would be closed to all but key worker children until further notice. (As this didn’t apply to our setting, we closed on Government advice.)

All volunteers have been told not to attend the Brambles Childcare.

All fundraising events have been cancelled until further notice.

The setting will ensure hygiene and self-distancing practice is in place and followed.

**Travel**

No employee is required to travel outside of the UK for their job. Brambles Childcare has requested all travel plans for its employees, parents and children, who travels to an infected area will self-isolate for 14 days on their return.

**Monitoring**

Brambles Childcare is closely monitoring and gathering information from The Department of Health the spread of Coronavirus (COVID-19) and the management team and committee communicate regularly and then feedback to employees. Service providers have a duty of care to communicate with Brambles Childcare if any of their staff or family/friends contract Coronavirus (COVID-19) or are made to self-isolate. Please call on 01487 843466 or email brambles.playgroup@btcontect.com to do so.

**Hygiene - General**

Employees are advised to practice good hygiene and cleanliness standards.

* Regularly wash hands with hand wash and water for at least 20 seconds.
* Regularly use hand sanitiser.
* Cover mouth and nose when coughing or sneezing with either a bent elbow or tissue and always wash hands afterwards.
* Avoid close contact with others, such as handshakes and maintain a social distance of 2 meters. Parents not to enter building, unless in an emergency, then a mask must be worn.
* Avoid touching your eyes, nose and mouth.
* Wash all uniform after each session with the children

**Hygiene – Office**

To help ensure the Coronavirus does not spread internally through the setting, the following actions are being taken;

* Frequently touched areas are appropriately cleaned several times a day
* These include; desks, laptops, door handles, switches and telephones.
* Hand sanitiser is being used frequently within the setting.

**Brambles Closure due to positive case within the setting.**

If a child presents with symptoms of Covid-19 within the Playgroup, the child will be separated from all other children. The member of staff dealing with the child will wear PPE and contact parent immediately, for the child to be collected. The parent will be informed that the child will need a test and the setting to be notified of the result as soon as they receive it.

If a positive test result returns, the child should isolate for at least 10 days and the Playgroup will close with all the children isolating for 14 days and a deep clean of the premises will take place. This will be both playgroup rooms as they share the bathroom area.

If the child’s test result is negative, the child can return to playgroup.

If the infected child attends the Out of School Club (OOSC). The OOSC will also close and all children will isolate for 14 days and a deep clean take place

If the child does not attend the Out of School Club, the Club can remain open as they are in a separate area to the Playgroup with separate bathroom areas.

If an employee experiences any symptoms they will inform their leader immediately, take a test and if the result is positive self-isolate for 10 days and contact 111 for advice.

The area where the employee works will close and all staff and children in that area will isolate for 14 days and a deep clean will take place.

If there is a potential case within Brambles Childcare, all parents/carers will be made aware by email.

**Symptoms include;**

* A continuous cough
* A high temperature
* Shortness of breath
* Loss of Taste and Smell

These symptoms are similar to a cold or flu.

**Business Continuity**

It is vital that Brambles Childcare continues to care for the children entrusted in our care. We will continue to do this while continuing to provide the necessary health and safety systems for the employees, children, parents and visitors to our setting

**version History**

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| Issue No | Significant changes from previous version | Author | Date |
| *02* | *Adopted on to new template* | *R Russell* | *05/10/2020* |
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