

## Covid-19 Policy

Little Munchkins Children's Club recognises the importance of advanced planning in order to maintain services and limit the spread of Covid-19 in our setting.

Covid-19 is an infection, which can spread from person to person by close contact. Symptoms may include:

- High temperature
- New continuous cough
- Change/ loss of smell
- Change/loss of taste
- Aching muscles
- Sore throat

Any child who becomes ill with symptoms which could be Covid-19 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. The NHS Track and Trace service will be adhered to if applicable.

Any children or staff who are experiencing symptoms of Covid-19 will not be able to attend the club until a 14-day self-isolation period has been completed.

### Infection control

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 (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 (e.g. 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.
- PPE will be used by staff where needed.

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

- Regular hand-washing and use of hand sanitizing gel.
- 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 Little Munchkins 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 (e.g. door handles) with sanitizer regularly.
- Provide tissues and suitable facilities for their disposal.
- Staff have been trained in relation to the Covid-19 pandemic safety measures within the work place.
- Thorough risk assessments have been implemented.

## 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 Local Early Years or Childcare Service for further support and guidance. The club will continue to adhere to Government guidelines as well as liaising with Woodfield Primary School management to ensure the correct the correct safety measure are in place.

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, e.g. 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 infection, the Club will ensure that all contact details for staff, children and parents are kept 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 also ensure that we have adequate measures in place to help support staff or children who are dealing with bereavement.

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, government guidelines and the local authority, and will inform parents and staff of any changes to our emergency plans.

## Useful contacts

Early Years or Childcare Service: 01902 552409  
Ofsted: 0300 123 1231

<b>This policy was adopted by:</b> Little Munchkins Children's Club	<b>Date:</b>
<b>To be reviewed:</b>	<b>Signed:</b>

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Health [3.42]*.