 

**Epidemic and Pandemic Policy For Photo day**

**(Covid 19)**

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| **Date** |  **Adopted by Authorised Signature** | **Review Date** |
| 18/06/2020 | Louisa Lilley and Rachel Winn | Ongoing (Sept20) |
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**Statement of Intent**

Hedge End Village Hall Pre-school intend to use this policy to provide precautionary measures to minimise transmission risks of disease in the setting during an epidemic or pandemic. It also states ideas for continuity of business if allowed.

Legislation and leading authorities which have guided and influenced this policy are:

Coronavirus Act 2020, Health and Safety at Work Act (1974), Health and Safety Executive (HSE), Government Briefings, Public Health England (PHE) and World Health Organisation (WHO). Advice from but not limited to, The Secretary of State, The Chief Medical Officer, Local Authority (LA) and Department for Education (DfE). The policy also has regard to Ofsted and Early Years Foundation Stage (EYFS) guidance where appropriate.

**Aim of Policy**

This Policy defines and assists the operating arrangements in place within the pre-school for parents and children can attend to have a photo day for the setting that assures compliance to the Government and leading bodies requirements with relation to the outbreak of a pandemic such as Covid19. Photo days to only happen during times that the preschool is closed to minimize risk to children within our setting.

**Method**

As early years providers we ensure to offer a continuum of very high standards of practice of childcare and education. The fundamental principles to be outlined in this policy are set out to ensure physical distancing is enabled and implement good hygiene practices as well as avoiding coming into contact with infected children and adults or anyone displaying symptoms. It states the protective measures put in place for children, parents and staff as best as possible to ensure the risk of transmission is reduced. We will continue to follow our other policies as long as they do not conflict with this policy and be guided by the EYFS as best as we can. The main areas we will be considering are:

* Minimising contact with individuals who are unwell
* Maintaining personal and respiratory hygiene (handwashing, catch it, kill it, bin it)
* Ensuring cleanliness of the environment (especially frequently touched surfaces)
* Minimising general contact and mixing (limiting numbers)
* The use of Protective and Personal Equipment (PPE)
* Testing

**Focus/ Areas of Consideration / Recommendations**

*Before event*

* Parents to book slots through a call to preschool.
* Parents to drop off at front gate and only the child to attend the setting, parents to collect child are back gate.
* Staff to write parent address, email address and telephone number in case of track and trace.
* Staff to send policy to parents.
* Day before photo day around staff member to call parents regarding if anyone has had symptoms and if they have been around anyone with symptoms.

*Day of show around/ open day*

* The setting should be risk assessed before opening or going ahead to address the risks from the virus and due consideration given to any adaptations to usual practice. Sensible measures should be put in place and policies and procedures followed.
* Children should only attend preschool if they are symptom free, have completed the required isolation period or achieved a negative test result.
* Stagger the appointment times to avoid a queue of families waiting to enter preschool. Bookings will be made with gaps in between to allow for cleaning down.
* Parents to arrive by front gate and to collect child our back gate.
* All children must sanitize their hands upon arrival at the station situated by the gate.
* Parents should confirm that they have read this policy regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves.
* Staff will be taking temperatures of children on arrival.
* Parents to be informed of measures in place and sign a disclaimer to state they have read and understood the preschool policies and procedures.
* Staff to wear full face shields to minimize risks
* Children will be asked to use hand gel on arrival
* Social distancing must always be maintained during visit
* Staff will ensure appropriate cleaning takes place between each visit and enough ventilation is in the room such as opening windows.
* Staff members should avoid physical contact including handshakes.
* Staff to wear fresh, clean clothes for photo day.
* Advise staff to remove their work clothes before the enter their home and take a shower immediately to remove any germs they may have picked up.
* We will have a first aider on site at all times.

**Hygiene and Health & Safety**

*Cleaning*

* An enhanced cleaning schedule must be implemented that includes furniture and surfaces including handles between each visit
* A deep clean will take place after the photo day.

*Photoggrapher*

* *Must wear face mask during the visit and to clean down all equipment between each child.*

**Monitoring of this policy**

*This policy will be reviewed on a stop, start, continue and will adapted by the setting manager/committee, and any new government legislation and policies will be incorporated appropriately as and when required or informed.*