

Kiddies Campus Policies and Practices

Practice Name: PANDEMIC PRACTICE

Trigger Event(s):

The Ministry of Health/Government declares that there has been an outbreak of a communicable disease, and a state of emergency is declared.

Rationale:

In the event of a communicable disease outbreak the attendees at an early childhood facility, the children, their families, and staff, are at risk. Planning will lessen that risk.

Te Whariki:

Goal 3 – Well-being: Children and teachers are kept safe from harm.

Recommended Procedure:

1. Ensure the centre's response is consistent with the public health requirements and directions.
2. The role of 'Pandemic Manager' will be undertaken by one of the directors, or in his/her absence, the Head Teacher. The Pandemic Manager will be responsible for ensuring:
 - a. The children and staff are managed effectively for the duration of the event
 - b. The centre provides a safe working environment for those who remain
 - c. Children and staff who have been absent can return fully recovered and with a positive manner.
3. Ensure the centre has adequate **back-up** supplies of tissues, face masks, disposable gloves, hygiene and cleaning products. These may be difficult to obtain once a pandemic begins.
4. Establish a system for monitoring the health of staff and children – refer to the Child Health Practice document.
5. If required, implement a "**Contact Tracing**" register. This is separate to the usual sign-in/out sheets.
6. All staff are to maintain a **diary** during the pandemic noting dates and times of contacts with people from outside your 'bubble', places visited, etc.
7. Ensure staff are aware of influenza/transmission prevention and how to support colleagues and children when/if they become ill.
8. Maintain an up-to-date list of staff and children contact and next of kin details. Include alternate pick-up people.
9. Maintain a current **group phone list** for urgent messages to all parents and another for staff.
10. Ensure appropriate notices are displayed.
11. Maintain contact with parents/caregivers and health professionals.

12. Take direction from the following organisations regarding the closure/reopening of the centre, actions to be undertaken, etc:
 - a. Ministry of Health
 - b. Medical Officer of Health
 - c. Ministry of Education
 - d. EmploySure.
13. The directors will take all practicable steps to ensure the safety of the staff in the event of a pandemic.

Policy Reference Information:

Kiddies Campus Forced Closure Policy

Ministry of Education

Education (Early Childhood Services) Regulations 2008

Our Code of Standards – Commitment to Learners

Ministry of Health

Health and Safety at Work Act 2015