

SUMMARY

Shine takes the welfare of all of its staff and children seriously and as such, this policy outlines the company's procedures for ensuring that communicable and infectious diseases are prevented (as much as is feasibly possible) from spreading amongst its customers and staff group.

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RISK ASSESSMENTS

- [SHINE-POL-015 Accidents and First Aid.pdf](#)

RATIONALE:

Shine takes the welfare of all of its staff and children seriously and as such, this policy outlines the company's procedures for ensuring that communicable and infectious diseases are prevented (as much as is feasibly possible) from spreading amongst its customers and staff group.

This policy has been informed by UK Health Security Agency and NHS England guidance and procedures.

PROCEDURES:

Sickness

A child who, in the opinion of the lead or senior staff member, is obviously ill when they arrive at Shine will not be accepted. This includes children who have been given medication (such as paracetamol) that may have masked symptoms. The most senior member of staff on site will:

- ✓ Call the parent to arrange for collection.
- ✓ Ensure the child is cared for until collection.

If your child becomes unwell whilst in Shine's care, the lead staff member will:

- ✓ Call the parent to explain the symptoms and need for collection.
- ✓ Ensure the child is cared for until collection.
- ✓ In certain circumstances, parents may be asked to contact their own GP's practice for further assistance and guidance in terms of time recommended before free from the risk of being infectious.

Infectious and Communicable Diseases:

Shine has a duty of care towards all staff and children. As a result, children who display symptoms of some ailments such as Slap Cheek, Chicken Pox, Measles etc. may be asked to not attend Shine sessions [until the risk of infection has expired](#).

During an outbreak or incident, when there are either several cases, or indications of more serious disease¹, additional measures may be required.

These could include:

- considering communications to raise awareness among parents or carers
- reinforcing key messages amongst children and young people, including the importance of hand and respiratory hygiene measures using materials such as the [e-Bug resources](#)
- informing Ofsted of the disease or outbreak
- contacting the local Health Protection Team (HPT)

Shine is committed to sharing as much information as possible about the source of the disease and the steps being taken to remove it. Parents must advise Shine of any known infectious or communicable disease immediately.

Headlice

Headlice is not a communicable disease and therefore does not fall under the guidance of this policy. Children will not be prevented from attending, nor will they be sent home if they are found to have headlice. If staff notice headlice, they may advise the child to tie their hair back to prevent further transmission.

Shine may sensitively communicate that there was a case of headlice at a venue to allow parents to check and treat their child. Parents should advise Shine of any known or suspected cases of headlice so we can prevent further transmission.

Shine will seek its guidance from its Health & Safety advisor – Delegated Services.

¹ E. coli O157 or E. coli STEC infection, food poisoning, hepatitis, measles, mumps, rubella (rubella is also called German measles), meningococcal meningitis or septicemia, scarlet fever (if an outbreak or co-circulating chicken pox), tuberculosis (TB), typhoid or whooping cough (also called pertussis).