

Principle

The Staff Exclusion policy has been put into place to ensure the health and safety of all who frequent and visit our facilities, enabling staff to work in a healthy and clean environment. We also feel that these policies and procedures are vital to prevent the transmission of infection from our staff members, to the children in our care.

Statement of intent

Fun 4U Club believes that:

- The prevention of infections being transmitted is paramount.
- Management must encourage a high self-awareness within staff members.
- Each member of staff has the right to work within a healthy environment
- The manager is responsible for overseeing the implementation of procedures and to ensure a high standard is reached in infection prevention and control.

Procedures

- If any member of staff has been excluded from the Setting for a number of days due to an infectious disease or condition; this will be kept confidential between manager and management.
- If a staff member has been diagnosed by a doctor with an adult version of any childhood illness or infectious disease. The manager must check our records for any children or staff member that may be at risk of infection and the parent or adult notified that we have had a case within the facility.
- All staff members have to notify their manager in the event of them feeling unwell or showing any signs of diarrhoea or vomiting. Should this happen at home we must be notified by 9am term time and 7.30am on full days.
- If a staff member has a prolonged case of diarrhoea or vomiting they will be put on sick leave until they are 48 hours clear of the symptoms, before they can return to work.
- In the event of a member of staff vomiting, the staff member tasked with cleaning up must take all precautions, to protect themselves and all others within the facility from the spread of infection. This staff member must always wear a disposable apron and gloves when involved in cleaning up this type of event. When finished the apron, gloves and all other cleaning materials used, must be bagged separately from general waste and immediately removed from the facility to an outside bin.
- Hand washing procedures are displayed above each sink within the facility and staff must follow this and also encourage and assist children in learning the proper hand washing technique.
- Other policies may coincide with this policy such as Health and Safety, Infection Prevention & Control and Confidentiality Policies.