



Allsorts Childcare Cleaning and Hygiene Policy and Procedure

Purpose

This policy outlines the expected hygiene standards and cleaning procedures for Allsorts Childcare settings.

Principles

Allsorts is committed to providing and promoting a clean and hygienic environment to safeguard the well-being of all children, families and staff members.

This means ensuring that all staff, parents, carers and volunteers are aware of and follow hygiene procedures, and that children are shown the importance of good hygiene practices.

Children's Hygiene

Children will be shown good hygiene practices, and be told why they are important. Children will regularly wash hands and be shown how to use toilets correctly,

All children will be encouraged to follow the basic hygiene rules independently when they are at an appropriate age and ability.

Children are encouraged to wipe their noses when necessary. Soiled tissues will be disposed of hygienically and children asked to wash their hands afterwards. Children are encouraged to shield their mouths when coughing or sneezing.

Hygiene rules relating to bodily fluids will be followed with particular care and all staff and volunteers are aware of how infections can be transmitted.

Any cuts or open wounds are appropriately cleaned, and dressed with a waterproof covering. This should be carried out by staff with relevant first-aid certificates and staff should always wear disposable gloves to do this

Staff Hygiene

Staff ensure they wash their hands:

- before preparing or serving children's food,
- after assisting children using the toilet or changing nappies,
- after using the toilet themselves,
- after giving any first aid,
- after wiping children's noses,
- before and after changing soiled clothes.
- after dealing with any spillages (staff should use disposable gloves when coming into contact with bodily fluids),
- on arrival at work and on departing for home.

Staff should ensure they wear clean uniform and adhere to our dress code policy whilst at work.

Clean Environment

A daily cleaning routine will be in place for each setting, carried out by named staff and includes all play areas, toilets, kitchens and nappy-changing areas.

- All cleaning equipment is checked regularly to ensure it is clean and appropriate for use.
- Sand / water play areas will be checked daily and sand/water is regularly changed.
- All surfaces cleaned daily with an appropriate cleaner, and tables on which children eat to be wiped before and after use.
- All rubbish will be disposed of safely to ensure that children do not have access to rubbish.
- Paper towels should be used in toilet facilities.
- Spare underwear, and other clothing, are available in the case of accidents and polythene bags available in which to wrap soiled garments.

All toys and outdoor play equipment will be cleaned and checked regularly for defects.

A cleaning schedule with jobs that should be carried out weekly, half termly or termly is also in use.

Sickness

- Allsorts have a Child Sickness Policy to set out appropriate guidelines to prevent the unnecessary spread of infection and illness.
- Parents and carers are made aware of the above policy and know when and how to notify Allsorts of illness, or when they should keep a child at home.
- Allsorts follow national guidelines for exclusion periods for infectious illnesses.

Food Hygiene

All areas where food / bottles are prepared must be cleaned daily with appropriate disinfectants.

- Fridge/microwaves to be cleaned weekly.
 - All adults and children are encouraged to wash their hands before preparing or eating food.
 - All tables to be wiped prior to children eating at them.
 - All staff involved in the preparation of food to be aware of and follow good hygiene practices (e.g. separate chopping boards, covering foods) and clear routines for food storage. Staff should hold relevant qualifications where appropriate.
 - Food handling procedures are monitored and reviewed regularly.
 - Formula milk for babies is stored and prepared correctly, in accordance with national guidelines.
 - All bottles / feeding equipment / dummies are appropriately stored, sterilised before use, are thoroughly cleaned if dropped on the floor, and are cleaned after use.
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Bathroom

Bathroom facilities to be checked and cleaned daily by named staff using appropriate disinfectants.

Nappy change facilities to be cleaned after each use.

- Signs are in place to encourage adults / children to wash their hands after using the facilities
- Potties are suitably cleaned with disinfectant after each use and appropriately stored.
- Staff will ensure that children's nappies are regularly changed.