

Good Hygiene Policy

Askea Community Centre is committed to promoting a healthy environment and a high standard of personal hygiene for adults and children. We regularly seek information on environmental health to ensure that we keep up-to-date with the latest recommendations.

Principle of Good Hygiene Policy

This policy is underpinned by the Childcare Act 1991 [Early Years Services] Regulations 2016

Procedures of Good Hygiene

1. All new staff and volunteers are informed of the hygiene procedures as part of their induction programme
2. Our daily routines in each area encourage the children to learn about personal hygiene
3. Hand washing signs are used to remind children and staff that hands must be washed:
 - After using the toilet
 - After outdoor play
 - After handling refuse
 - After dealing with all bodily spills
 - Before and after handling food
 - Before and after nappy changing
4. We have a daily cleaning routine for all areas in the Centre which includes
 - All play rooms
 - Kitchen areas
 - Rest areas
 - Halls, stairs, landings and reception area
 - Toilets and nappy changing

Cleaning records are completed, dated and signed at the end of each day

5. We have a schedule for cleaning
 - Resources and equipment
 - Dressing- up clothes and furnishings
 - Furniture and fittings
 - All bed linen
6. The staff toilet areas and children's toilet have a high standard of hygiene including hand washing and hand drying facilities with hand washing signs on display in all these areas.
7. Cleaning records are completed after each cleaning procedure is carried out throughout each day

8. Nappy changing areas have hygienic sanitised units for the disposal of nappies which are emptied twice daily
9. We implement good hygiene practices by:
 - Cleaning tables between activities and
 - Sweeping floors regularly
 - Cleaning toilets regularly
 - Wearing protective clothing- such as aprons and disposable gloves- as appropriate
 - Providing sets of clean clothes for children as required
 - Providing tissues and wipes
10. Cuts must be covered with suitable dressings using blue plasters for kitchen staff
11. Cleaning kits are in place for dealing with bodily spills
 - Disposable gloves must always be used when cleaning up spills of body fluids
 - Disposable towels must always be used when cleaning up spills of body fluids
 - The area of the accident is treated with suitable disinfectant according to manufacturer's instructions and the correct colour coded mop and bucket must be used whenever required
 - A supply of clean clothing is readily available for accidents
12. Cleaning procedure
 - All toilets, surrounding walls and sinks are cleaned and disinfected every day and between sessions when there is more than one daily session in an area
 - Floors, tables and equipment are cleaned and disinfected daily
13. All leftover food is properly disposed in an appropriate way

This policy was agreed and adopted by Askea Community Childcare Centre.

Date: _____

Signed by _____ on behalf of management

This policy will be reviewed on 1st September 2017 in collaboration with staff and parents