



Wattisham Airfield Childcare Centre

Hygiene

Maintaining high standards of cleanliness and hygiene is fundamental to the work of Wattisham Airfield Childcare Centre. This responsibility is part of the job description of all members of staff, supported by the work of the cleaning staff who will carry out specific cleaning duties at the beginning of the day.

All staff will be expected to keep the area they are responsible for clean and tidy. We expect staff, children and parents to take responsibility for maintaining the tidiness of all areas of the setting, indoors and out and within safety standards.

By maintaining high standards of hygiene in the setting, the opportunity for transmission of bacteria and viruses can be kept to a minimum, leading to less sickness among children and adults. Cleaning routines have been drawn up for all areas of the setting and appropriate cleaning materials and protective clothing are provided.

All staff are expected to follow the settings procedures when cleaning surfaces before the children's mealtimes, changing nappies, helping children to use the toilets or clean up after spillages. Regular monitoring of these procedures will be carried out by the manager and lapses will be dealt with swiftly and appropriately by management talking directly to the adult involved.

Staff will assist children with wiping their noses when they have a cold to try and teach them to blow their own noses. Staff will explain the importance of throwing the used tissue away to prevent the spreading of germs. Staff will encourage children to put their hands over their mouths when they cough.

Staff will be expected to act as good role models for the children in all aspects of cleanliness and personal hygiene. Hand washing routines will be strictly adhered to and children will be helped to understand the importance of washing their hands regularly.

To help maintain the transmission of infections, cleaning/sterilising rotas have been devised and displayed in individual rooms and will be carried out by staff regularly.

We implement good hygiene practices by:

- cleaning tables between activities;
- checking and cleaning toilets regularly.
- Ensuring children's sleep mats are cleaned after every use with anti-bacterial cleaner.
- Children are encouraged to wash their hands before meals and snacks
- Children are encouraged to wash their hands after using the toilet
- Staff adhere to hygiene practices for the safe handling of food.
- The facility is not responsible for washing of children's clothes, soiled or wet clothing must be sluiced rinsed and sealed in a small plastic bag for taking home.
- If soiled clothes are left overnight they must be washed in the facility.
- Staff must wear gloves and white aprons when changing a child's nappy.
- All soiled nappies must be placed in the clinical waste bins provided inside a nappy sack.
- All bins are emptied regularly to avoid unpleasant odours and risk of infection.
- Potties are sterilised and rinsed after each use and stored safely
- Staff ensure that they wash their hands after all toileting and nappy changing activities.
- wearing protective clothing - such as aprons and disposable gloves
- providing sets of clean colour coded clothes;
- providing tissues and wipes; and
- Ensuring individual use of flannels/facewipes

Legal framework:

- Children Act, 1989, 2004, 2006
- Control of Substances Hazardous to Health Regulations 1988 (COSHH)
- Every Child Matters: Change for Children 2004
- Health Protection Agency Act 2004
- Health & Safety at Work Act 1974
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985

This policy was adopted at a meeting _____ name _____ of
of _____ setting
Held on _____ (date)
Date to be reviewed _____ (date)
Signed on behalf of the management _____
committee
Name of signatory _____
Role of signatory (e.g. chair/owner) _____

Review dates:

Date _____ **signed** _____

Date _____ **signed** _____

Date _____ **signed** _____

Date _____ **signed** _____

