



Cleaning and Hygiene Policy

At Windsor Kindergarten we are committed to maintaining high standards of hygiene. The continued good health and well-being of the children is of primary importance to us. We will follow our Health Policy exactly at all times.

Led by the Proprietor and Manager we will:

- Appoint a suitably qualified, named member of the team who is responsible for updating the policy and keeping a list of notifiable diseases.
- Make sure that new members of the team, including students receive copies of this Health Policy and that this is discussed with them during their induction process.
- Ensure that the Health Policy is made available to parents when they register their child for the Nursery.
- Ensure that all families receive a copy of our 'Health and Safety Matters' information as part of their Starter Pack.

Hygiene

To prevent the spread of infection, adults in the group will ensure that the following good practices are observed:

Personal Hygiene

- If on 'bathroom duty' ensures that an apron and gloves are worn.
- Hands washed after using the toilet.
- Tissues available and children encouraged to blow and wipe their noses when necessary. Soiled tissues disposed of hygienically in the dustbin and wash hands.
- Children encouraged to shield their mouths when coughing.
- Paper towels used and disposed of appropriately. Hygiene rules related to bodily fluids followed with particular care and all of the team aware of how infections including HIV infection can be transmitted.
- Soiled nappies disposed of appropriately in plastic bag and taken out at the end of the session.

To support good practice we sometimes invite the local community nurse to support us in a session with the children.



Cleaning Routines

We have an established cleaning routine for all areas within the premises, and will do the following:

- Ensure that the premises are clean and tidy before the children arrive.
- Ensure that the outside area is regularly cleared of all leaves and free from foreign bodies before use.
- Ensure that the routine cleaning of the premises does not take place while children are engaged in their activities.
- Establish a regular rota for cleaning equipment (large and small, furniture, toys, etc).
- Provide protective clothing, such as plastic or disposable gloves and aprons.
- Provide hygienic, but safe, cleaning materials for emergencies such as spillage, accidents, water, vomit.
- Wash dressing up clothes, tableware, blankets etc. on a regular basis.
- Provide sufficient and suitable hand washing and drying facilities.
- Ensure parents are aware that they need to provide an adequate selection of clothing to change children who have had accidents of any description.
- Provide clean cups, plates, bowls, cutlery.
- Provide an area where bins have lids and rubbish can be stored safely and hygienically.
- Ensure that soiled nappies are placed in sealed bags before they are put into bins.
- Actively promote good health and hygiene practice through notices, posters, signs, leaflets and regular newsletters.
- Invite visiting speakers, such as health visitors, nurses, dentists to talk to the children and carers about healthy life styles.

This policy was adapted by -

The Director, Managers and Team of Windsor Kindergarten

Date -

January 2017

Date to be reviewed -

January 2018

Name of signatory -

Tanya Webber