

EYFS Cleaning and Hygiene Policy and Procedures

Maintenance procedures to ensure cleanliness and hygiene of EYFS classrooms, equipment and resources.

The classroom, equipment and teaching resources are checked at the beginning of every day by members of staff to prevent the spread of infection and to maintain the cleanliness of the premises so that children can play and learn in a clean and safe environment.

Cleaning duties take place at the beginning and the end of the day so that staff to pupil ratios remain unaffected, thereby ensuring that the children's activities are uninterrupted by cleaning requirements.

Item	Procedure
Classroom including floors, carpets and mats	Cleaner carries out cleaning jobs in the school at the end of every day.
Tables and chairs	Cleaned at the beginning and end of day and before and after snack time.
Loo and washbasin facilities	Cleaner carries out cleaning jobs in the school at the end of every day. Staff use disposable gloves and disinfectant spray to clean the loo/seats and washbasins throughout the day if necessary.
Outdoor play equipment	Thoroughly cleaned with disinfectant every half-term and stored accordingly. In addition, staff to clean equipment as necessary. Water tray cleaned at the end of every day and every morning by premises staff.
Shelves and equipment	Equipment to be washed and sorted every half-term. Shelves and apparatus checked every morning for general cleanliness.
Play equipment such as construction toys, counting objects and home-corner items	All resources are thoroughly cleaned with disinfectant on a half-termly basis by the teachers. All resources are also checked every morning for general cleanliness.
Art resources such as paint pots/brushes and glue pots/spatulas	Sorted and washed every half-term and checked daily for general cleanliness.
Children's cups	Cleaned thoroughly by the TAs every time they are used at break times and at the end of the day. Placed in dishwasher every half-term.
Children's art aprons	Washed at the end of each term by staff or parents.
Children's pillows/cushions/blankets for rest time	Washed at the end of each term by staff.



School spare clothes	Parents are responsible for washing and returning the clothes to the school.
Children's own spare clothes	Parents are responsible for keeping clothes clean and in good supply in their school bags hanging from the child's coat peg.
Water spills in the classroom	Teachers and children lay newspaper to absorb the water. Teachers use the mop and bucket to wipe the spill. The 'wet floor' notice is displayed clearly near the spill.
Spills, leaks and 'little accidents' in the surrounding loo areas	Cleaners thoroughly clean floors, loos and sinks every day. Teachers are responsible for mopping and cleaning spills that occur during the school day. Cleaning equipment can be found in the locked cleaners' cupboard.
Sand spills in the classroom	Teachers and children share the task of sweeping up sand spills using a broom and dustpan/brush.
Children's lunchboxes	These are to be stored on each child's peg to prevent dangers from tripping.

Hand-washing and drying facilities

Antibacterial handwash is provided for children to clean their hands before lunch and after loo trips, pet handling, art activities and eating. Antibacterial gel is provided for children to clean their hands before they have their snack. Paper towel dispensers are provided to ensure appropriate hygiene. Digital photographs should be displayed near sinks, hand dryers and paper dispensers.

Nappy changing and dealing with 'little accidents'

See Intimate Care Policy.

This policy will be reviewed annually		
Reviewed: 1 September 2014	By: Petra Gollob	
Reviewed: 15 June 2015	By: Petra Gollob	Changes to name of school, delete reference to nursery.
Reviewed: 1 August 2016	By: Naomi Kershaw	Changes to outdoor play equipment, delete reference to lunch placemats.



Reviewed: 21 June 2017	By: Naomi Kershaw	Water trays cleaned at the end of every day and the start of every day.
Reviewed: 25 September 2018	By: Tim Cannell	No Changes
Reviewed: 30 August 2018	By: Lin Goodier	No Changes
Next Review: 30 August 2019	By: Lin Goodier	