



## **EYFS Cleaning and Hygiene Policy and Procedures**

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

**IMPORTANT:** for the academic year 2021-2022, head/headteacher will be the Principal and therefore these titles are interchangeable.

The Head undertakes a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed: Mr Tim Cannell

Date reviewed: September 2021

Date of next review: September 2022

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.

<b>Item</b>	<b>Procedure</b>
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. In addition, staff to clean equipment as necessary. 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. In addition, staff to clean equipment as necessary.



Art resources such as paint pots/brushes and glue pots/spatulas	Sorted and washed every half-term and checked daily for general cleanliness. In addition, staff to clean equipment as necessary.
Children's cups	Cleaned thoroughly by the TAs every time they are used at break times and at the end of the day.
Children's art aprons	Washed at the end of each term by staff or parents. In addition, staff to clean aprons as necessary.
Children's pillows/cushions/blankets for rest time	Washed at the end of each half 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.

Reviewed and approved:	Mr Lee Bradshaw (Head of EYFS)
	September 2021
Next review due:	September 2022