

HOLIDAY CLUBS HYGIENE POLICY

The School recognises the importance of maintaining the highest possible of standards of hygiene in and around the premises so as to minimise the risks posed to children, staff and visitors. In accordance with the Early Years Foundation Stage, the School will promote the good health of the children, and take the necessary steps to prevent the spread of infection, and take the appropriate action when they are ill. The health and maintenance of our children's health is of paramount importance at our playscheme where some children are exceptionally vulnerable compared to others.

This policy should be read in conjunction with the Infection Control Guidelines for Day Care Facilities and Childminders [Worcestershire's Early Years and Childcare Service] Blue book. The procedures outlined in the Infection Control guideline will underpin practices at every playscheme. Staff should always refer to this in every instance.

The Playleader and staff are committed to taking all practicable steps to prevent and control the spread of infectious germs, and to uphold high standards of personal hygiene in order to minimise the risk of catching or spreading infections.

Personal Hygiene

In all circumstances, staff and children will adhere to good personal hygiene. Personal hygiene will be of paramount importance. Staff must be aware that children with special needs and disabilities may not understand personal hygiene or may not be capable of personally managing their own hygiene. Staff must take a lead role in ensuring children are personally hygienic in every circumstance. Staff will encourage children to adopt all the same routines they will use whilst at playscheme and reinforce these routines with signs, symbols and demonstrations. Where children are incapable of adopting routines, staff must do the routines for the child. Staff must take any other steps that are likely to minimise the spread of infection for children and staff.

Hygiene in the Club

The Playleader and all staff will be vigilant to any potential threats to good hygiene. A clean and tidy environment will be maintained at all times. The Playleader will ensure that rotas are available to ensure a good routine of cleaning takes place every day. Playleaders must be aware that we are hiring premises and some cleaning will take place from cleaners or caretakers. Staff must ensure good communication between themselves and cleaners/caretakers to ensure the playscheme is hygienic at all times.

Dealing with Spillages

Blood and body fluids should be considered potentially infectious and spillages should be dealt with immediately. **Staff dealing with spillages should protect themselves by wearing gloves and a plastic apron.** Staff must ensure they know where to access cleaning materials that might normally be stored in a locked cleaning cupboard.

Spillages of substances likely to result in the spread of infection will be dealt with rapidly and carefully. Blood and body fluids will be cleaned up immediately and disposed of safely and hygienically. Staff will wear disposable plastic gloves and an apron while using bleach or disinfectant solution, and wash thoroughly afterwards. Children will be kept well clear while such substances are being dealt with. Hands must be washed thoroughly after removing gloves and after all cleaning jobs.

First Aid and Hygiene

Further to the provisions set out in the Infection Control Guidelines, the designated First Aider will be mindful of the need to observe the highest standards of personal hygiene when administering any treatment to children. As such, they will wash their hands thoroughly both before and after giving first aid, wear gloves and ensure that plasters cover any cuts, wounds or skin damage.

Splashes of blood on the skin, eyes or mouth from another person should be washed off immediately with copious amounts of water. The leader must ensure the Infection Control guidelines are adhered to at all times.

Food Hygiene

All staff will be trained in food hygiene. Any new staff members awaiting training should not take the role of kitchen duty and should not take part in any cooking activities or food preparation until they are fully trained.

All areas where food and drink are stored, prepared and eaten are prone to the spread of infections. Therefore, staff must be particularly careful to observe high standards of hygiene in such instances. Food hygiene guidelines from the Infection Control booklet must be followed at all times.

All staff involved in the handling of food should be aware of the legislation relevant to food management. The main legislation is the Food Safety Act 1990 (amended Regulations 2004) and its related regulations General Food Hygiene Regulations (1995) and the Food Safety (Temperature Control) Regulations (1995).

Additionally, staff will be aware of the provisions set out in the Food and Drink policy when handling, preparing, cooking and serving food at the club.

Animals

No animal will be permitted on the premises without the prior knowledge and permission from the Playleader or Parent/carers. Where animals are brought onto the premises, thorough risk assessments must take place and parent/carers must sign the consent form to agree to their child being in the premises with animals.

The Infection Control Guidelines must be adhered to at all times where animals are concerned.

Procedure for cleaning the toilet area

Staff must wear vinyl gloves and an apron. Use a new, clean cloth with anti-bacterial spray. (Hot, soapy water can be used instead throughout.)

Spray and wipe door handles, taps and toilet handles. Rinse cloth in hot water.

Spray and wipe nappy mat. Rinse cloth in hot water.

Spray and wipe top and underside of toilet seat. Put the cloth in the bin provided.

Disinfect the lavatory pan with toilet cleaner. Scrub round the lavatory pan with a long-handled brush. Flush the toilet.

Remove gloves and apron and put them in the bin.

Wash hands in hot, soapy water.

This procedure will be posted in all toilet areas.

Procedure for pad changing

Wash hands.

Put on apron and gloves (for your own protection and to reduce cross contamination)

Change child's nappy pad.

Put soiled nappy pad in nappy sack. Tie it, and then put it with used wipes into the yellow sack inside the black dustbin.

Spray and wipe the changing mat.

Put apron and gloves in dustbin.

Wash hands

This procedure will be displayed in all areas where nappy changing will take place

One person should be allocated each day for kitchen duties. This person should not be involved with nappy changing on that day.

To ensure we control the risk of Infections, the Playleader will ensure that:

- every child and staff member washes their hands properly and uses hand hygiene as an important factor in reducing cross infection.
- every setting has hot water, liquid soap and hand towels
- alcohol hand washes are used where children's behaviour makes hand washing difficult and where children's hands are physically clean
- all cuts and abrasions on hands will be covered with waterproof dressings
- leaders prepare regular cleaning programmes
- cleaning cloths will be different colours for different areas; Red (Toilet & Nappy area) Blue (General) Green (Kitchen) Yellow (art and craft)
- they do not use disinfectants to clean the general environment as they can be toxic and harmful
- all children's equipment will be clean and dry before each use
- plastic aprons will be worn when toileting children and disposed of afterwards
- nappy changing rules and hand washing rules will be displayed and used by all
- we endeavour all staff are trained in food hygiene and those that have not been trained will not take part in food preparation or cooking activities as per the Food Safety Act 1990 (amended Regulations 2004) and the Food Safety (Temperature Control) Regulations 1995.
- Temperature gauges will be used in all cooking and food preparations
- Fridges will be maintained at 0 – 8 degrees Celsius
- Waste will be disposed of safely and all bins will be kept covered.
- Food storage facilities will be regularly and thoroughly cleaned.
- Kitchen equipment will be thoroughly cleaned after every use.
- Staff and children will wash and dry their hands thoroughly before coming into contact with food.
- If cooking is done as an activity, all surfaces and equipment involved will be thoroughly cleaned before and after the session.
- The staff member allocated on kitchen duty (preparing healthy snacks etc) will not toilet any children