

Linton Granta Playgroup Housekeeping statement

The general cleaning of the building such as toilets and hoovering should be carried out before or after a session.

The person(s) responsible for the cleaning is college cleaner and playgroup staff
Issues regarding maintenance for the building should be reported to: bursar at LVC

IMPORTANT: IT IS A DISCIPLINARY OFFENCE TO LEAVE BIO-CIDES AND OTHER CLEANING EQUIPMENT UNATTENDED IN REACH OF CHILDREN.

Cleaning products, belonging to Linton Granta Playgroup should be returned to the box in the store cupboard.

Toilet area:

The practitioner overseeing the toileting also has the responsibility for maintaining the toilet area to a good standard of hygiene, ensuring that toilets are flushed and clean, floor surfaces are kept dry and that soap and towels are available for children, staff and visitors to use.

Bio-cide cleaning products, gloves and disposable aprons are available for this purpose.

Cleaning up bodily fluid:

Where possible flushable, disposable towelling (loo roll) will be used to clear up spills and if possible flushed away. If this is not possible then all cloths, towelling and protective equipment (gloves, aprons etc) will be double bagged after use, prior to disposal.

*Linton Granta Playgroup **strongly recommends** that its practitioners use disposable gloves and aprons during the cleaning process and that hands are washed thoroughly afterwards. Again bio-cide cleaning products are available for this purpose.*

Floor spills:

Spills in the wet play area must be cleared up by the supervising practitioner. It is the duty leaders' responsibility to ensure that any such spills are dealt with appropriately.

Cloths used for table tops or toys must not be used to clean the floor. Old towels which can easily be laundered are available for this purpose and are kept in the messy play area.

Washing up:

One member of staff is responsible for washing up at the end of each session. Unless an item is required immediately, all dirty plates etc should be left in the dirty plate box. Please dispose of food scraps to avoid flies or wasps in the small white lidded bin. Washing up liquid, anti-bac food surface spray, washing up gloves, dish cloths and clean towels are stored in the kitchen. Used tea towels should be put in to launder after each session. **NO OTHER CLEANING PRODUCTS SHOULD BE STORED IN THIS AREA**

Cleaning cloths:

Cleaning cloths are disposable. Never use a cloth for more than one task to avoid cross infection or contamination. All cloths should be thrown away at the end of each session.

Toys:

It is recommended that plastic toys are cleaned in warm soapy water on a rolling basis as required depending on level of use. Children will be involved in helping with this cleaning process through their play.

Larger items, such as play kitchens or dolls houses should be wiped down.

It is recommended that toys that have a higher risk of cross infection, such as play kitchen equipment and food or doctors kits are cleaned at least every half term.

Fabric toys, including dressing up clothes should be laundered as necessary, again with regard to level of use.

New toys bought will withstand surface cleaning or laundering.

Toddler Group:

It is recommended that all soft baby toys and play mats are laundered each half term.

Plastic toys should be washed as needed, but again at least every half term. All toys should be checked for signs of wear and tear and any broken toys given to playgroup for disposal or repair.

The vinyl baby mat should be cleaned with bio-cide before each use.

A "spills" box and basic cleaning equipment will be provided by Linton Granta Playgroup committee and kept in the store cupboard in Playroom 2.

Any issues arising with the toilet should be made to playgroup or the committee Chair.

Messy Play:

Table tops should be initially cleaned with paper towelling to remove the worst and warm soapy water, than with bio-cide.

Food surfaces:

Food surfaces, including snack table, lunch tables, surfaces used in cooking activities and in the kitchen must be cleaned using bio-cide suitable for food preparation areas (Detoll/Detox spray) and a disposable cloth.

Out side play equipment:

Where practicable, toys not in use should be stored in the shed to avoid vandalism, damage and weather exposure.

Toys should be wiped down if wet (the children may help with this) prior to use and cleaned as required.

Laundry

Practitioners are asked to take responsibility for laundering their own uniforms.

All other laundry, such as aprons, floor towels, tea towels and machine washable toys must be taken home daily on a rota basis and should be stored in the laundry bag in the cupboard.

This statement was adopted at a meeting of Linton Granta Playgroup and Toddlers

Held on (date)

07/12/2007

Signed on behalf of the Management Committee/Proprietor

Role of signatory (e.g. chairperson etc)

To be reviewed on (date)

By December 2008

August 2007