

# Hygiene Policy

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Presented to	Date	Signature
School Management Team		(Chair)
Collegiate		(Facilitator)
Trustees		(Chair)

## 1. Hygiene Requirements

- 1.1. The nappy changing area must be kept clean and hygienic. At the end of each day, the nappy changing mat must be wiped clean and the area tidied ready for the next day.
- 1.2. The toilet facilities are checked and cleaned during and/or at the end of the day as necessary.
- 1.3. The environment is cleaned at the end of each day, the floors throughout are hoovered and/or mopped as necessary.
- 1.4. For toys and resources, it is the responsibility of all staff members to regularly check the equipment is clean and hygienic for use by the children.

## 2. Food Hygiene

- 2.1. All members of staff that handle and prepare food have received training in food hygiene.
- 2.2. We have a cook who comes in each day and prepares snacks and a hot lunch for the children.
- 2.3. Kitchen hygiene procedures:
  - 2.3.1. Cooker and sink are cleaned daily.
  - 2.3.2. Work surfaces, utensils, pots, pans, plates, cups are cleaned after each use.
  - 2.3.3. Cupboards and fridges/freezer are cleaned as necessary.
  - 2.3.4. All bins are emptied at the end of the day.