

## Bathroom/Hygiene Procedure

To be reviewed Bi-Annually.

Procedure Agreed February 2019. To be reviewed February 2021.



In Everton Nursery School and Family Centre (school part) it is our procedure to:

### Daily - Staff- Bathrooms:

- Ensure that the bathrooms are always clean for the children to use. Staff must flush the toilets/wipe around toilet seats and bathroom sinks and ensure toilet roll/liquid soap/paper towels are available. Staff must make daily checks especially at 9.00a.m. and at 12.30p.m.
- Ensure that toilets and potties are always checked/cleaned (staff must empty the potties wearing gloves) using disposable wipes/red cloths. Ensure that there are gloves, plastic aprons, blue roll, air freshener, wet wipes available in each bathroom in boxes in the bathroom cabinets - **out of reach of the children.** If supplies run low please inform the Leadership Team. This includes nappy bags labelled with the child's name (used to send children's wet soiled clothes home), which must always be knotted loosely. Changing mats on changing tables must be cleaned with anti-bacterial spray after each child.
- **Do not store any items in the toilet area or on the changing mats that do not belong in the toilet area. These areas must be kept clean and tidy at all times.**
- Use **red** cloths and **red** bucket handled mop in the **bathroom area only** as acknowledged in the school's/centre's Health and Safety Policy. Clean mops must be soaked at least once a week overnight in cleaning fluid. This must be emptied each morning before the children arrive. Ensure any spillages on the floor are mopped immediately to prevent children/other staff slipping/falling. Link with Site Team if additional cleaning resources are required for rooms.
- Liaise with the Nursery Assistants about any soiled items in your rooms. The Nursery Assistants will support the rooms for washing items.
- Keep all spare clothes tidy in labelled boxes provided in bathroom cabinets.
- Liaise with the Site Manager/Nursery Assistants in the day for additional toilet rolls/paper towels/tissues if needed, otherwise the centre cleaning staff will replace where needed each day (6.30-8.00a.m./3.30-5.00p.m.) during cleaning.

- **No staff are to enter the cleaners cupboard to retrieve paper towels/tissues themselves.**
- Inform the Leadership Team if nappy bins need emptying earlier than designated days.

#### **Daily - Children:**

- Encourage the children to flush the toilet. Children must wash their hands using soap/liquid soap, then dry with a paper towel after being on the toilet or potty.

#### **Policy Review**

As acknowledged by the main governing body meeting on 15th May 2014, this policy was considered as a procedure from now on and will be monitored by the EYFS committee from September 2014 rather than the main governing body of Everton Nursery School and Family Centre. This procedure was last updated February 2019.