Hampton Court House

EYFS Cleaning and Hygiene Policy and Procedures

Last Updated: September 2026

Next Review: September 2027

Reviewed by IST

The Hygiene Policy at Hampton Court House School and Hampton Court House Early Years (hereafter known as "the School"). To prevent the spread of all infection, adults in the group will ensure that the following good practices are observed:

Illness

1. Parents/carers are asked to keep their child at home if they have any infection, and to inform the school as to the nature of the infection so that the school can alert, if necessary, other parents/carers, and make careful observations of any child who seems unwell.

Personal Hygiene

- Children are encouraged to shield their mouths when coughing.
- Paper towels are used and disposed of appropriately.
- Tissues and wet wipes are always available; children encouraged to blow and wipe their noses when necessary and soiled tissues disposed of hygienically.
- Children with pierced ears are not allowed to try on or share each other's earrings.
- Hands are washed under running water after using the toilet and before any food preparation, snacks and lunch. See Hand Washing and drying facilities below.
- Hygiene rules relating to bodily fluids are followed with particular care, and all staff and volunteers are aware of how infections, including HIV infection, can be transmitted.
- Rubber gloves are always used when changing a child's nappy or soiled clothing.
- Spare laundered clothing is available in case of accidents, and polythene bags are available in which to wrap soiled garments.
- Floors and other affected surfaces are disinfected using cleaning products according to the manufacturer's instructions. Fabrics contaminated with body fluids are thoroughly washed in hot water.
- All surfaces are cleaned daily with an appropriate antibacterial cleaner.
- There are suitable hygienic changing facilities for changing any children who are in nappies or have an accident and an adequate supply of clean towels, spare clothes and any other necessary items is always available.
- Staff must be aware of children's hygiene. If cases of lack of hygiene are identified (i.e. long dirty nails, stains on clothing) staff will report these observations to the child´s Key Person. Key People will liaise with the Head of Pastoral Care.

Food

- Snacks provided will be nutritious and pay due attention to children's particular dietary requirements. We will keep an up-to-date list of any known allergies in the School Management System, in Reception, in the kitchen, in the Early Years classrooms and in the conservatory.

- When cooking with children as an activity, the adults will ensure the children wash their hands under running water and wear aprons and generally provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.

- Each adult will:
    - Always wash hands under running water before handling food and after using the toilet.
    - Not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.
    - Never smoke on the premises.
    - Never cough or sneeze over food.
    - Use different cleaning cloths for the kitchen and toilet areas.
    - Prepare raw and cooked food in separate areas.
    - Ensure waste is disposed of properly daily and out of reach of the children.
    - Wash fresh fruits and vegetables thoroughly before use.
    - Tea towels will be kept scrupulously clean and washed after each session.
    - All utensils will be kept clean and stored in a dust-free place, e.g. closed cupboard or drawer.
    - Members of staff who have had diarrhoea or sickness must not prepare drinks or food for the children for 48 hours.

- Animals are not allowed in the kitchen, nor in the conservatory during mealtimes.

Injuries / accidents

- Injuries or accidents that occur are recorded on the Famly platform for parent acknowledgment. If thought necessary first aid will be administered, an ambulance will be called and the parents informed. Please refer to the First Aid Policy for further details.

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

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 end of the day so that staff to pupil ratios remain unaffected, thereby ensuring that the children's activities are uninterrupted by cleaning requirements.

Item	Procedure
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 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 by staff.
Shelves and equipment	Equipment to be washed and sorted every half-term. 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.
Art resources such as paint pots/brushes and glue pots/spatulas	Sorted and washed every half-term and checked daily for general cleanliness.
Children's water bottles	Cleaned thoroughly by parents at home but as necessary at school.
Children's art aprons	Washed at the end of each term by staff.
Children's pillows/cushions/blankets for rest time	Washed at the end of each 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 kitchen towels to absorb the water. Teachers use the mop and bucket to wipe the spill is necessary.
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 in the staff toilet.
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, cooking, art activities and eating. Paper towel dispensers are provided to ensure appropriate hygiene.