CLEANING POLICY

Effective from: 1 September 2026 **Review date: 1 September 2027**

Purpose

The purpose of this policy is to ensure that all areas used by Impact Wrap Around Care are maintained in a clean, hygienic and safe condition. Effective cleaning helps reduce the risk of infection and ensures that school premises are left in an appropriate condition after each session.

Scope

This policy applies to all wraparound care staff and to all areas used by the service, including the school hall, kitchen or food-preparation areas, toilets, storage areas, play equipment and any other shared school spaces.

General Cleaning Standards

- All areas must be checked and cleaned at the end of each session and additionally whenever required during the session.
- Frequently touched surfaces such as door handles, taps, toilet flushes, tables, switches and shared equipment should be cleaned regularly.
- Cleaning products must be used in accordance with the manufacturer's instructions, including any required contact time, dilution and ventilation.
- Cleaning equipment should be disposable where appropriate or cleaned/disinfected after use. Where practical, separate or colour-coded equipment should be used for toilets, food areas and general areas to reduce cross-contamination.
- Children must not have unsupervised access to cleaning chemicals, equipment or waste.

Area-by-Area Responsibilities

Kitchen / Food Area

- Wipe and clean work surfaces, tables and sinks after use.
- Sweep and mop floors as required and clean spillages promptly.
- Leave the area as it was found and keep food-contact equipment hygienic in line with the Food Hygiene and Nutrition Policy.

School Hall / Activity Areas

- Remove rubbish and replace bin liners where required.
- Sweep visible debris, clean tables and frequently touched surfaces, and tidy equipment.
- Leave the hall and activity spaces in the same condition as before the session.

Toilets

- Check toilets regularly during the session and again at close.
- Ensure toilets are flushed, waste is removed, sinks and touch points are clean, and paper towels/toilet paper are available where this is within the setting's control.
- Report any hygiene, plumbing or maintenance concerns promptly.

Play Equipment / Shared Resources

- Clean items that are visibly dirty, contaminated or heavily shared.
- Any item mouthed by a younger child must be removed from use until appropriately cleaned.

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Hand Hygiene and Infection Prevention

- Staff and children should have access to warm running water, liquid soap and suitable hand-drying facilities. Handwashing should be encouraged before eating, after using the toilet, after outdoor play and after dealing with bodily fluids.
- During increased illness, an outbreak or when advised by the school or UK Health Security Agency, enhanced cleaning may be introduced, with particular attention to frequently touched surfaces and shared equipment.
- Good ventilation should be maintained where reasonably practicable while rooms are occupied.

Blood, Vomit and Other Bodily Fluids

- Spillages must be dealt with promptly and children kept away from the affected area.
- Staff should wear suitable disposable gloves and an apron. Eye or face protection should be considered where splashing is possible.
- Use disposable towels or cloths and an appropriate detergent/disinfectant product for the contamination involved, following the manufacturer's instructions.
- Contaminated waste must be bagged and disposed of safely. Hands must be washed thoroughly after PPE is removed.
- A suitable bodily-fluid/spillage kit should be accessible to staff.

Cleaning Chemicals, PPE and Storage

- Cleaning products must be stored securely, preferably in their original labelled containers, and always out of children's reach.
- Staff must follow product safety information and any school COSHH arrangements that apply to products supplied on site.
- Appropriate PPE, such as household/disposable gloves and aprons, must be available for cleaning tasks that require it.
- Cleaning chemicals must never be mixed unless the manufacturer specifically states that it is safe to do so.

Waste and Maintenance

- Bins should be emptied as required and waste disposed of using the school's designated waste system.
- Broken equipment, plumbing issues, pest concerns, damaged surfaces or other maintenance problems must be reported promptly to the school administration/facilities contact and to the Wrap Around Manager where relevant.
- Any cleaning or maintenance problem presenting an immediate risk to children should be isolated or taken out of use until safe.

Responsibility, Monitoring and Records

- All staff are responsible for leaving the areas they use clean and safe. The person in charge of the session has overall responsibility for ensuring end-of-session checks are completed.
- Cleaning standards should be monitored routinely. Where a concern is identified, it must be addressed promptly and, where necessary, escalated to the school or premises team.
- Where a cleaning checklist is used, or enhanced cleaning is completed following illness or an incident, records should be completed accurately and retained in line with the service's record-keeping arrangements.

Related Policies and Guidance

This policy should be read alongside the Health and Safety Policy, Food Hygiene and Nutrition Policy, Illness and Infectious Disease Procedure and any relevant school premises procedures. The policy has been reviewed for September 2026 to reflect current infection-prevention expectations for childcare and education settings.

Monitoring and Review

The Manager will monitor implementation of this policy and address any cleaning, hygiene, premises or training concerns identified through routine practice, incidents or feedback. This policy will be reviewed annually, or sooner if legislation, statutory guidance, Ofsted requirements or the needs of the setting change.