

Hygiene Policy

Purpose of this Hygiene Policy

Super Star Sport is committed to providing and promoting a clean and hygienic environment to safeguard the physical and emotional well-being of all children and families on site. This means ensuring that all staff, parents, carers and volunteers are aware of and follow hygiene procedures, and that children are shown the importance of good hygiene practices.

Staff Responsibilities to Hygiene

Super Star Sport staff aim to:

- ✦ Safeguard the health and well-being of children and families using the site by maintaining a hygienic environment, preventing unnecessary spread of infection, raising children's awareness of good hygiene practices, and preparing and handling food and drink safely.
- ✦ Ensure that all families using the site are aware of and have access to our hygiene policy and procedures.
- ✦ Ensure that all staff are aware of their responsibilities in relation to hygiene and that they have the relevant training and qualifications. All new staff will be made familiar with hygiene protocols in their induction.
- ✦ Ensure staff are kept up to date with the latest information and advice from local authority health services and/or other health agencies

Strategies for Maintaining Hygiene Standards:

- ✦ Children will be shown good hygiene practices, and be told why they are important, for example when to wash hands, how to use toilets correctly, not to use utensils or eat food that has been dropped on the floor or handled by other children.
- ✦ All children will be encouraged to follow the basic hygiene rules independently when they are at an appropriate age.
- ✦ Super Star Sport will ensure parents/carers are aware of the hygiene policies and will provide appropriate information and advice concerning hygiene.

Personal Hygiene:

- ✦ Children will be shown how to use the toilet correctly, and to wash and dry hands after using the toilet
- ✦ A tissue station with a large box of tissues is available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues to be disposed of hygienically.
- ✦ Children are encouraged to shield their mouths when coughing or sneezing.
- ✦ Hygiene rules related to bodily fluids to be followed with particular care and all staff and volunteers aware of how infections, can be transmitted.
- ✦ Any cuts or open wounds are appropriately cleaned, dressed with a waterproof covering. Where possible, this should be carried out by staff with relevant first-aid certificates. Staff should always wear disposable gloves to do this.
- ✦ Staff are instructed to wash hands: before serving children's food, - after assisting children using the toilet, - after giving any first aid, - after wiping children's noses, - before and after changing soiled clothes. - After dealing with any spillages - Staff should use disposable gloves when coming into contact with bodily fluids. - On arrival at work and on departing for home.

Clean Environment:

- ✦ A daily cleaning routine will be in place for the setting, carried out by named staff to include all working areas, toilets, kitchens and areas food is eaten.
- ✦ All cleaning equipment to be checked regularly to ensure it is clean and appropriate for use.
- ✦ All outdoor equipment will be cleaned and checked daily for defects by named staff.
- ✦ All surfaces cleaned daily with an appropriate cleaner, and tables on which children eat to be wiped before and after use
- ✦ All rubbish will be disposed of safely to ensure that children do not have access to rubbish.
- ✦ Paper towels or hand drying machines should be used in toilet facilities.
- ✦ Any spills of bodily fluids wiped up and disposed of in either the appropriate clinical waste bins or sanitary bin. Disposable rubber gloves will always be used when cleaning up spills of body fluids and disposed of in the appropriate clinical waste bins or sanitary bin.

- ✦ Floors and other affected surfaces disinfected using suitable cleaning products diluted according to the manufacturer's instructions.
- ✦ We encourage all children to bring a spare change of clothes in the event of any accidents

Food Hygiene:

- ✦ All areas where food are prepared must be cleaned daily with appropriate disinfectants
- ✦ All adults and children are encouraged to wash their hands before preparing or eating food
- ✦ All tables to be wiped prior to children eating at them
- ✦ All staff involved in the preparation of food to be aware of and follow good hygiene practices (e.g. separate chopping boards, covering foods) and clear routines for food storage. Staff should hold relevant qualifications where appropriate.
- ✦ Food handling procedures are monitored and reviewed regularly

Bathroom Facilities:

- ✦ Bathroom facilities to be checked and cleaned daily by named staff using appropriate disinfectants.
- ✦ Signs in place to encourage adults / children to wash their hands after using the facilities
- ✦ All clinical waste – e.g. wipes, plasters – will be disposed of in appropriate labelled bins and removed in a properly managed way (see also our Health and Safety policy).

Sickness:

- ✦ Parents and carers know when and how to notify the company of illness, or when they should keep a child at home.
- ✦ This policy sets out the exclusion periods from Super Star Sport for children who are ill, including if they are infectious. The site and settings take into consideration guidance from the Health Protection Agency with regards to exclusion periods for illnesses and infection control as well as the needs of the children and staff. A copy of this documentation is available on request.

- ✦ Staff must complete a return to work questionnaire before being signed off as fit to return to work

Policy Implementation:

- ✦ All staff are made aware of this policy as part of their induction, reviews, and training.
- ✦ All parents/carers are made aware of this policy and are encouraged to follow the guidelines.

Policy Responsibility and Review

We are committed to reviewing our policy and good practice annually.

This policy was adopted by Super Star Sport	Date: 12/04/2023
To be reviewed: 12/04/2024	Signed: 