



Hygiene

Policy statement

The PlayDen recognises the importance of maintaining the highest possible standards of hygiene in and around the premises so as to minimise the risks posed to children, staff and other visitors.

Procedures

The manager and staff are committed to taking all practicable steps to prevent and control the spread of infectious germs, and to uphold high standards of personal hygiene in order to minimise the risk of catching or spreading infections.

Personal Hygiene.

In all circumstances, staff will adhere to the following examples of good personal hygiene by:

- Ensuring the children either wash their hands with soap and water before and after handling food and drink.
- Encouraging children wash their hands with soap and water after going to the toilet.
- Covering cuts and abrasions whilst at the premises.
- Staff to wash their hands before handling food.
- Staff to ensure that their own personal hygiene is maintained.
- Staff keeping long hair tied back.
- Taking any other steps that are likely to minimise the spread of infections.

Hygiene in the Club

The manager and all staff will be vigilant to any potential threats to good hygiene in the club. To this end, a generally clean and tidy environment will be maintained at all times. More specifically, the manager will ensure that the sink area is cleaned daily and that there is always an adequate supply of soap/anti-bacterial gel and hand drying facilities for both staff and children. Staff will also be vigilant to any sharp objects, such as glass, which may be on the premises.

All cleaning is undertaken by Playden staff team with a 6-monthly deep clean. Toys are cleaned on a rotational system weekly.

Dealing with Spillages.

Spillages of substances likely to result in the spread of infections will be dealt with rapidly and carefully. Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely and hygienically.

Staff will wear disposable plastic gloves and an apron whilst using bleach or disinfectant solution, and wash themselves thoroughly afterwards. Children will be kept well clear whilst such substances are being used.



First Aid and Hygiene

Further to the provisions set out in the Health, Illness and Emergency policy, the designated First Aider will be mindful of the need to observe the highest standards of personal hygiene when administering any treatment to children. As such, they will wash their hands thoroughly both before and after giving first aid, and ensure that any cuts, wounds or skin damage are covered by plaster or disposable gloves.

Kitchen Hygiene

All areas where food and drink are stored, prepared and eaten are prone to the spread of infections. Therefore, staff must be particularly careful to observe high standards of hygiene in such instances. To this end the following steps will be taken:

- Waste will be disposed of safely and all bins will be kept covered.
- Food storage facilities will be regularly and thoroughly cleaned.
- Kitchen equipment will be thoroughly cleaned after every use.
- Staff and children will wash and dry their hands with soap and water thoroughly before coming into contact with food.
- If cooking is done as an activity, all surfaces and equipment involved will be thoroughly cleaned (using anti-bacterial spray) before and after the session.

Additionally, staff will be aware of the provisions set out in the Food and Drink policy when handling, preparing, cooking and serving food or drink at the club.

Animals

No animal will be allowed on the premises without the prior knowledge and permission of the manager. Children are strongly encouraged from bringing pets or other animals to the club, and parents/carers are asked to help enforce this rule. If for any reason an animal does come onto the premises, the manager will immediately be informed.

Arranged visits in the holidays are acceptable (i.e. Pet Shop). Prior arrangement must be made and risk assessments carried out in accordance with the setting's risk assessment procedure.

This policy was adopted at a meeting of	The PlayDen
Held in:	April 2026
To be reviewed in:	April 2027
Signed on behalf of the setting:	
Name of Signatory:	
Role of Signatory:	Manager Deputy Manager