



Cawley Childcare Ltd

*(T/A Home from Home Creche & Preschool, Naíonra Tíghín Na
Trá & Kids Campus)*

Policy & Procedure

Cleaning

Cleaning – Cawley Childcare Ltd (T/A Home from home Creche, Naíonra Tigín Na Trá & Kids Campus) This policy covers all premises.

Document Title:	Cleaning
Document Author:	RC
Document Approved:	Rachel
Person(s) responsible for developing, distributing and reviewing Policy	Rachel
Person responsible for approving Policy	Rachel & Danielle
Method of communication of policies to staff (email / hard copy / induction training)	Hard copy and induction
Method of communication of policies to parents/guardians (full policies via email, hard copy)	Email and hard copy available on premises
Date the Document is Effective From:	September 2024
Scheduled Review Date:	September 2026

This policy has been communicated to parents/guardians.

Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy. Relevant staff have received training on this policy.

Child Care Act 1991 (Early Years Services) Regulations 2016([Siolta Standard 9: Health and Welfare](#)) ([National Standard 1: Information](#), [National Standard 3: Working in Partnership with parents or Guardians](#), [National Standard 4: Records](#), [National Standard 9: Nurture and Well-Being](#), [National Standard 12: Health Care](#), [National Standard 14: Sleep](#), [National Standard 18: Facilities](#), [National Standard 19: Equipment and Materials](#))

Cleaning policy

At Cawley Childcare Ltd, we are dedicated to maintaining a high level of cleanliness within the creche. All staff must adhere to the individual cleaning schedules for the room they work in, common areas and toilet and nappy changing areas, where applicable).

All staff must sign on a daily basis indicating this work has been completed.

All cleaning materials must be kept in the appropriate cleaning press which is behind a locked door. Each staff is responsible in ensuring the door remains locked at all times. Staff may keep a bottle of antibacterial spray and Air freshener in their rooms however they must be stored on a high shelf out of reach from children.

For cleaning materials the following can be used when children are **not** in the room:

Bleach

Dettol

Floor Cleaner

Air freshener

Antibacterial spray

Window Cleaner

Only antibacterial sprays can be used when children are in the room. All tables, chairs and general surfaces must be cleaned after each meal. Floors must be cleaned daily.

Enclosed is a copy of Room Cleaning Rota, Area Cleaning Rota and Toilet Cleaning Rota.

All mops and mop buckets are colour coordinated this is to ensure no cross contamination. All mop heads must be washed in the washing machine after use.

RED – BATHROOMS ONLY

YELLOW – CLASSROOMS AND GENERAL AREAS

- Hot water must be replaced with appropriate floor cleaner after each room /area. No staff is permitted to use the same water for 2 rooms.
- All rooms/areas have a sweeping brush, dustpan and brush which is to be used after every meal and at the end of each day.
- All cloths are stored in staff room and must be replaced daily in the rooms.
- Within our Covid Policy, there is further information which has been implemented to fight against Covid 19 and minimise risk by continuous cleaning at various intervals throughout and at the end of each day.

Please refer also to cleaning schedule for rooms/areas.

Policy Drawn up by: _____ Date: 09th September 2024
Rachel Cawley

Cleaning Schedules for Cawley Childcare Ltd (Home from Home Creche & Preschool & Kids Campus)

Management of Infectious Disease in Childcare Facilities and Other Childcare Settings

The tables below outline the cleaning methods and frequencies required for the main areas within a childcare facility that need cleaning. In addition, a sample cleaning schedule is provided that can be modified to suit an individual childcare facility.

The following areas within a childcare facility require routine cleaning:

Walls, floors, windows, window-sills, ceilings, light fittings and covers, doors, including handles, toilets, wash hand basins, cupboards, shelving, radiator and radiator covers, refrigerator, food storage facilities, sinks, tables, including underside and legs, work and play surfaces, chairs, plates, cups, cutlery, toys etc.

General Environment Cleaning Program

Area/Item	Method	Frequency/Comments
Tables/ window sills / door and cabinet handles	Clean with neutral detergent, warm water and clean cloth	Daily and immediately if soiled i.e. if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry
High chairs/dining tables	Clean with neutral detergent, warm water and clean cloth and dry with disposable paper towels	Before and after use; if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry
Washable floor covering	Wash with detergent, warm water and clean utensils Vacuum clean to remove dirt when children are not present.	Daily and immediately if soiled e.g. spillage Vacuum daily
Small rugs	Launder	Weekly
Walls/ Ceilings	Clean with warm water and general purpose detergent. If soiled with blood or body fluids, following cleaning, disinfect	Routine cleaning not required except in areas of frequent hand contact, such as lower wall/door frames in areas occupied by toddlers
Waste bins	Empty Clean with neutral detergent and warm water	Daily Weekly and immediately if soiled

Mops and cleaning cloths	<p>Mop heads should be washed in warm water and detergent, rinsed and air dried. Use correct colour mops as per colour code in cleaning folder.</p> <p>Reusable cloths must be laundered daily on a hot wash cycle (at least 60°C) in a washing machine and then tumble dried</p>	<p>After daily use</p> <p>After daily use</p>
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Toilet Area Cleaning Program		
Area/Item	Method	Frequency / Comments
Wash hand basins, taps, surrounding counters, soap dispensers.	Clean with detergent and warm water.	At least daily and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.
Both sides of toilet seat, toilet handles, door knobs or cubicle handles.	Clean with detergent and warm water.	At least daily and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.
Toilet bowls	Use toilet cleaner as per manufacturers instructions.	At least daily and immediately if soiled.
Potties	Clean with detergent and warm water and if soiled, disinfect with a chlorine based disinfectant with 1000 ppm available chlorine.	Immediately after each use.

Toy Cleaning Program

Item	Method	Frequency / Comments
Soft toys – if shared.	Machine washed in a hot cycle according to manufacturers instructions.	Daily. If soiled, take out of use immediately.
Hard toys/items that go into the mouth or have been in contact with saliva or other body fluids.	Clean with warm water and detergent, rinsed and dried thoroughly. Alternatively, they may be washed in a dishwasher.	After each child's use.
Other hard toys e.g. dolls house, climbing frame.	Clean with warm water and detergent, rinsed and dried thoroughly.	Weekly or immediately if soiled.
Sheets and pillowcases, individual cloth towels (if used), combs and hairbrushes, face cloths. (None of these items should be shared among children.)	Machine washed in a hot cycle according to manufacturers instructions.	Weekly or after each use if used by different children. Take out of use immediately when visibly soiled.
Blankets and sleeping bags.	Machine wash to manufacturers instructions	Monthly. Take out of use immediately if soiled and machine wash.
Dress-up clothes	Machine wash to manufacturers instructions	Weekly/Monthly according to usage or more frequently if required.
Cots and cot mattresses	Clean with detergent and warm water, rinse and dry.	Weekly, before use by a different child, and immediately if soiled or wet.

Cawley Childcare Ltd

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Weekly Childcare Cleaning Schedule. Date_____ Staff_____

Clean & Sanitise the following on an ongoing basis
Food Prep area (before and after each use)
Tables (before and after eating)
High Chairs (before and after use)
Dishes and Utensils
Mouthed Toys
Potty
Changing mat
Nap mat, unless labelled for individual use

Clean & Sanitize/Disinfect the following DAILY	M	T	W	Th	F
Counters					
Tables					
Infant toys					
All Doorknobs					
Sinks (disinfect)					
Toilets (disinfect)					
Floors (sweep/hover & clean)					
Laundry					

Clean & Disinfect/Disinfect WEEKLY
Cubbies

Walls & Skirting
Older children's toys
Fridge
Rubbish bins (disinfect)
Cots and beds

Sanitizing daily box	M	T	W	TH	f
All toys are placed in box,disinfected with hot soapy water. Then dried with paper towel.					

Staff Signature on Completion _____