**KNIGHTWOOD KIDS CLUB**

 **OFSTED REGISTRATION NUMBER 110551**

 **CHARITY NUMBER 1081786 – KIDS CLUB NETWORK 4734**

 **C/O KNIGHTWOOD PRIMARY SCHOOL, BELLFLOWER WAY,**

 **CHANDLERS FORD, HAMPSHIRE. SO54 4HW**

 **HYGIENE**

**Knightwood Kids Club recognises the importance of maintaining the highest possible standards of hygiene in and around the premises so as to minimise the risk posed to children, staff and other visitors.**

**The Manager and staff are committed to taking all practical 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:**

* **Washing hands before and after handling food and drink**
* **Washing hands after using the toilet**
* **Encouraging children to adopt these same routines**
* **Covering cuts and abrasions while on the premises**
* **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 at the Club. To this end, a generally clean and tidy environment will be maintained at all times. More specifically, the Manager will ensure that toilets are cleaned daily, by checking with the caretaker, and making sure there is an adequate supply of soap 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. The nominated Health and Safety Officer will check for this at the beginning and end of the session as well.**

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**DEALING WITH SPILLAGES**

**Spillages or substances likely to result in the spread of infections will be dealt with rapidly and carefully, usually by the School caretaker, but if unavailable a member of staff will deal with the spillage. Blood, Vomit, Urine and Faeces will be cleaned up immediately and disposed of safely and hygienically again by the School caretaker, or a member of staff. If staff need to clean up spillages they will wear disposable plastic gloves and an apron while using bleach or disinfectant solution, and wash their hands thoroughly afterwards. Children will be kept well clear while such substances are being dealt with.**

**FIRST AID AND HYGIENE**

**Further to the provisions set out in the Health & Safety, 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 plasters 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 thoroughly before coming into contact with food. Staff may also use hand wash in form of a gel, that cleans the hands and dries quickly**
* **If cooking is done as an activity or as snacks, all surfaces and equipment involved will be thoroughly cleaned before and after the session.**

**ANIMALS**

**No animal will be allowed on the premises without prior knowledge and permission of the Manager. It is the School Policy not to allow animals on the premises, so we ask parents/carers to respect this. If for any reason an animal does come on the premises, the Manager will be immediately informed.**

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**LEGAL FRAMEWORK**

* **Regulation (EC) 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs.**

[**http://eur-lex.europa.eu/LexUriServ.do?uri=OJ:L:2004:139:0001:0054:en:PDF**](http://eur-lex.europa.eu/LexUriServ.do?uri=OJ:L:2004:139:0001:0054:en:PDF)

**FURTHER GUIDANCE**

* [**www.4children.org.uk**](http://www.4children.org.uk)
* **Safer Food, Better Business**

[**www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb**](http://www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb)

**POLICY START DATE …………………………………………………….. 1st September 2000**

**POLICY REVIEWED DATE ……………………………………………… 30th September 2015**

**Reviewed Sept 2016**

**Reviewed Sept 2017**

**Reviewed Sept 2018**

**Reviewed Oct 2019 Julie Dellow (Manager)**

**Reviewed Jan 2024**