

123 After School Club CLEANING PROTOCOL

At 123 Club we aim to keep the children, staff and parents safe. We will carry out the following hand sanitising and cleaning duties daily and regularly throughout the session.

HAND-SANITISING & SAFETY MEASURES

Children

- On arrival at 123 club all children will place their coats in the class box with their school bag and lunch box beside it. They will then proceed to the toilets, under staff direction, to wash their hands with soap and warm water.
- On arrival after their first hand washing children will proceed to their class bubbles table, tables will be clearly marked to denote the name of individual teachers.
- Children must remain at these tables unless instructed to do otherwise.
- All children will wash their hands before and after eating.
- All children will wash their hands on returning inside following outdoor play.
- All children will use the hand-sanitising station when they move from one play area to another.

Staff

- On arrival at 123 Club all staff will wash their hands for 20 seconds using warm water and soap.
- Having set the room up for play staff will wash their hands before proceeding to collect children from their classrooms.
- All staff will wash hands before and after serving food.
- All staff will wash hands on returning from outside play duties.

- All staff will use the hand sanitiser placed in each room regularly through out the session.

CLEANING

Toys and equipment

- Each child will be issued with an individually labelled plastic pencil case containing pens, pencils, rubber, sharpener, glue stick and sellotape for use exclusively at 123 Club. These pencil cases will remain at 123 Club where they will be sanitised at the end of each session.
- Toys will be placed on tables where they will remain until the end of each session.
- Toys will be rotated throughout the week but never during a session.
- At the end of a session toys will be thoroughly cleaned and stored for the next day
- All table tops and seats will be sanitised when children go outside to play.
- All tabletops and seats in the school halls will be sanitised folded and stored at the end of each session.
- All tables and chairs in the Parish Hall rooms will be sanitised and reset for the following days session.

Toilets

- A member of staff will accompany every child who requests to use the toilet. Once the child has returned to their playroom that

staff member will sanitise each toilet, cistern and sink (after every use).

- At the end of the session all toilets, sinks and floors will be cleaned and sanitised.

Floors

At the end of each session all floors will be cleaned ie Drumbo Hall, Foyer, Carryduff Hall and both sets of toilets.

(Interserve will clean the School Hall and Dining Hall and toilets.)

Bins

- All bins will be emptied and double bagged after every session.
- Rubbish will be kept for 72 hours before being disposed of.

Fittings

All door handles, switches and frequently used surfaces will be cleaned regularly through out the session.

Uniforms

- All staff will be issued with a number of staff polo shirts and a staff coat. Staff should wear a different colour shirt each day.
- If a staff member must go between groups to carry out supervisory duties they must wash their hands and change their staff polo shirt.
- On arrival at 123 Club all staff will place their personal belongings and outdoor coat in the personalised box provided.
- They should immediately wear their 'bumbag' containing PPE, first aid items and pens.

- For outdoor supervisory roles staff should wear their uniform coat.
- On arrival home from 123 Club staff should take off their shoes, place their uniform in the washing machine and take a shower.
- Staff coats should be taken home and washed on the last working day of the week.