

**General Procedures**

*UNCRC in Article 31 states: Children have the right to relax and play, and to join in a wide range of cultural, artistic and other recreational activities.*

When setting up each week the staff take the following into consideration:

* Furniture is set out to allow the passage between activities in an interesting way and taking the children’s ideas into consideration.
* Table top and floor toys, jigsaw puzzles and turn taking games are changed in response to the children’s interests and needs. Sand and water toys are changed regularly. Staff will be responsive to the needs and interests of the children and enhance play experiences through observation of the children at play.
* Painting is available on a daily basis. Lids and brushes are replenished at the end of each session. Paint pots are cleaned and refilled at the end of the week.
* Paint and easel replenished as required throughout the week.
* Painting, sand, water, kitchen and outdoor overalls are washed weekly or more regularly if required.
* When the water tray is used it is emptied at the end of every session. The tray and toys are washed with hot soapy water and dried thoroughly with paper towels.
* Toys which are able to go through the dishwasher are done so before storing away. Toys and containers that cannot be put through the dishwasher are cleaned with hot soapy water before storing away. A record is kept of the cleaning of all resources.
* Toys are checked for breakages and disposed of if necessary.
* Dressing up clothes are changed regularly and are washed and dried before being stored.
* Books are changed regularly and are repaired or discarded before storing.
* Large play equipment such as the cube and steps are checked regularly for splinters and rough edges.
* Craft resources are checked and replenished at the end of each session.
* Labelling resources such as registration and computer folders and art name labels are swapped to the correct class for the upcoming session.
* The kitchen equipment such as microwave, oven, bin etc are cleaned weekly or more regularly if required.
* The outside play area is checked for risks such as litter and animal faeces. The area is made secure by closing the main gate. Once the outdoor play has finished for the session, the wooden gate is locked.
* The cloakroom is cleared after each session with any labelled belongings placed onto child’s peg/pigeon hole. Non-labelled items are placed in the lost property box.
* Correspondence is filed into children’s pigeon holes as and when it is available.
* Electrical appliances such as washing machine, tumble dryer and dishwasher are turned off at the mains at the end of every day.
* All lockable items such as doors, windows and filing cabinets are opened at the start of the day and locked at the end of the day.
* Ensure new staff/students are aware of the existing procedures.
* Provide visual instructions where possible for ease of understanding.
* Talk to the children about hand hygiene, use of tissues and have sinks clearly labelled.
* All door alarms are turned on at the beginning of each session.

**To prevent cross contamination**

* Ensure that adults and children have separate toilet facilities.
* Use of disposable cloths for cleaning toilets and tables/resources.

**To prevent the persistence and further spread of infection**

* It is the duty of staff to report illnesses and infections to line manager.
* Toilets and the changing room are cleaned after each session.
* Table tops and sinks are wiped with hot soapy water after each session.
* Dedicated hand washing sinks are clearly marked.
* Staff to be vigilant to signs of infection and outbreaks reported to line manager who will follow the school’s infection control policy measures.
* Ask parents to keep children at home if they have an illness and to inform the nursery as to the nature of the illness.
* Children should not return to nursery until 48 hours after the symptoms have passed if they have been off with sickness and/or diarrhea. For information regarding other communicable diseases then refer to the [www.nhsgrampian.org.uk](http://www.nhsgrampian.org.uk) exclusion policies for infectious diseases (a printed copy available in the school office.) **Updated September 2018**

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