



01.4 Cloakrooms and nappy changing area

- Children bring spare clothing and nappies/pants in a small bag/rucksack which is hung out of reach in the cloakrooms.
- Nappy changing area, is located in the room opposite Manager's desks in the alcove between the staff/disabled toilet and lockable cupboard. A partially see-through privacy curtain is drawn during a nappy change.
- Changing mat is cleaned and disinfected after every use.
- Disposable nappies/wipes/gloves/aprons are placed in a nappy sac and placed in the nappy bin outside the back door to be disposed of at the end of the day.
- Staff use single use gloves (aprons if required) to change children and, wash hands immediately after the change.
- Staff never turn their backs on or leave a child unattended whilst on a changing mat (changing always takes place at floor level).
- Anti-bacterial spray is not used where residue may have direct contact with skin.
- Anti-bacterial sprays used in nappy changing areas are not left within the reach of children.
- Natural ventilation is used; chemical air fresheners are not used.

Children's toilets and wash basins

- Children's toilets are cleaned daily using disinfectant cleaning agent for the bowls, seat and lid, and whenever visibly soiled.
- Toilet flush handles are disinfected daily.
- If toilets and taps have not been used for a period of more than 3 days and holiday times, toilets must be flushed and taps run first thing in the morning for a short time to prevent infections such as Legionella.
- There is a toilet brush available for children's toilets. This is stored in the cleaning cupboard, along with a separate cleaning cloth.
- Cubicle doors and handles are wiped regularly.
- Children's hand basins are cleaned daily and whenever visibly soiled, using disinfectant cleaning agent. Separate cloths are used to clean basins etc. and are not interchanged with those used for cleaning toilets. Colour coded cloths are used.
- Mirrors and tiled splash backs are cleaned weekly or sooner if required.
- Paper hand towels are provided.
- Bins are provided for disposal of paper towels and are emptied daily or sooner if required.
- Staff who clean toilets wear rubber gloves.
- Staff changing children wear gloves and aprons (if required) as appropriate.
- Wet or soiled clothing is put in a plastic bag for parents to take home when they collect their child.
- Floors in children's toilets are washed daily.
- Spills of body fluids are cleared and mopped using disinfectant.
- Mops are rinsed and wrung after use and stored upright, not stored head down in buckets.
- Mops used to clean toilets or body fluids from other areas are designated for that purpose only and kept separate from mops used for other areas. Colour coding helps keep them separate.