



Staff Areas – Cloakroom and Toilet

- The staff cloakroom is located inside the main entrance. Staff coats and bags are stored here, away from the children's play areas. Staff personal mobile phones are placed securely in a mobile phone box within the office.
- The cloakroom area is kept tidy and uncluttered.
- Staff/visitor toilet is always kept shut, unless being used by a member of staff to change a child.
- Toilets, flushes, door handles are cleaned daily with disinfectant and disposable paper towels.
- The staff hand basin is cleaned daily using disinfectant and disposable paper towels. Disposable paper towels that are used to clean basins etc. are not interchanged with those used for cleaning the toilet.
- Floors in staff toilets are washed daily.
- Paper towels are provided for hand drying.
- Bins are provided for disposal of paper towels and sanitaryware and are cleared daily.
- Members of staff who are cleaning toilets wear disposable gloves.

This policy was adopted by Acorn Playgroup and Pre-school on 01 September 2023