Health and Hygiene Policy and Procedure

Ysgol Y Foel Out of School Club promotes healthy lifestyles, good personal hygiene and a safe, clean environment for all children and adults. This policy applies to staff, volunteers, students, trustees and visitors.

Legal and regulatory framework

This policy has regard to the Child Minding and Day Care (Wales) Regulations 2010 (as amended), the National Minimum Standards for Regulated Childcare (2026), particularly Standard 10, Public Health Wales infection prevention guidance, food safety and allergen legislation, and the Control of Substances Hazardous to Health Regulations 2002 (as amended).

Promoting good health

- The Person in Charge (Mrs Napper) oversees implementation, staff training, cleaning records and health risk assessments. The registered provider retains overall responsibility. Coordinate arrangements with the school where facilities are shared.
- Discuss healthcare needs with parents at registration and whenever needs change. Maintain current emergency contacts, individual healthcare plans where needed and written permission for emergency medical advice or treatment.
- Provide healthy, varied meals and snacks, drinking water, active play and opportunities to learn healthy habits. Respect medical, cultural, religious and individual dietary needs.
- Ensure animals are risk assessed, safely supervised and hygienically managed; wash hands after contact. Protect any sandpits from contamination.

Infection prevention and cleaning

- Provide liquid soap, running water and individual hand drying facilities. Support children to wash hands after toileting, before eating or handling food, after outdoor play, animal contact and contact with bodily fluids. Staff wash hands before and after intimate care and after removing gloves.
- Use tissues for coughs and sneezes, dispose of them promptly and wash hands. Alcohol hand gel is not a substitute for soap and water, particularly during vomiting and diarrhoea outbreaks or when hands are visibly dirty.
- Follow a documented cleaning schedule for toilets, toys, equipment, frequently touched surfaces and shared areas. Clean food-contact surfaces before and after use. Ventilate rooms safely.
- Select suitable cleaning and disinfecting products using risk assessments and manufacturer instructions, including dilution and contact time. Store chemicals securely away from children; never mix products.
- Deal promptly with blood, vomit and other bodily fluids using appropriate disposable gloves and aprons. Keep children away, remove contamination with disposable materials, clean and disinfect using the approved spill procedure, and dispose of waste safely. Do not flush cleaning wipes or contaminated disposable materials down toilets.

- Bag soiled clothing securely and return to parents. Provide spare clothes where needed. Follow agreed waste segregation and collection arrangements with the school and waste contractor.

Food hygiene and celebration foods

- Staff handling food receive suitable instruction, supervision and training. Follow the Food Standards Agency guidance and the setting's food safety management procedures, including safe storage, temperature controls, separation of raw and ready-to-eat food and cleaning.
- Maintain accurate allergy and dietary information, accessible to relevant staff. Check ingredients and the 14 regulated allergens, prevent cross-contact, and never serve food where safety cannot be established. Follow individual allergy and emergency medication plans.
- Celebration food supplied by parents must be shop bought, in original packaging and within date. Check labels and suitability for every child before serving; provide a safe alternative where needed.
- Supervise children during food preparation and eating, adapting foods and activities to age and ability to reduce choking risk. Follow the Food, Drinks and Healthy Eating Policy.
- Confirm food business registration, the applicable food hygiene rating and responsibility for shared kitchen arrangements with the school and Flintshire Environmental Health. Display the rating where legally required.

Toileting, nappy changing and intimate care

- Provide accessible toilets, suitable steps, seats or potties as needed. Respond promptly when children need help and encourage independence without compromising dignity.
- Personal care is undertaken by suitably vetted and trained staff in accordance with safeguarding and intimate care arrangements. Agree individual care needs with parents and record care as appropriate.
- Check nappies regularly and change promptly when needed. Use disposable gloves and aprons, clean and disinfect changing mats after each use, wash hands and dispose of nappies according to the agreed waste procedure. Never leave a child unattended on a changing surface.
- Check and clean toilets and potties regularly and whenever soiled. Ensure safe water temperatures. Maintain a specific nappy changing procedure covering hygiene and safeguarding, accessible to all relevant staff.

Illness and exclusion

- Do not admit children who appear ill. Parents must inform the club of infectious illness or changes to healthcare needs. Apply Public Health Wales disease-specific exclusion guidance rather than a blanket exclusion for every infection.
- If a child becomes unwell, provide appropriate care and supervision, reduce close contact with others where practicable and contact parents promptly to arrange collection. Seek medical advice when necessary; call 999 in an emergency.
- Children and staff with infectious vomiting or diarrhoea must stay away until at least 48 hours after the last episode, or longer if disease-specific advice requires it. Head lice alone do not require exclusion.
- Staff who are unwell must follow relevant exclusion guidance and notify the Person in Charge. Arrange cover to maintain safe staffing levels.
- Inform parents confidentially of significant infectious disease affecting the setting. Keep an illness and outbreak record and contact Public Health Wales for advice where an outbreak is suspected. Follow its advice on control measures and any closure.
- The registered provider will notify CIW of reportable events, including serious illness of a child in care and food poisoning affecting two or more children looked after, as soon as reasonably practicable and within the applicable statutory deadline (normally no later than 14 days). Notify Environmental Health where appropriate; do not delay urgent public health action.

First aid and medical needs

- Maintain accessible first aid kits out of children's reach, with a designated staff member checking and replenishing supplies. Cover cuts with suitable dressings, taking account of allergies.
- Maintain current paediatric first aid certificates: at least one full 12-hour trained practitioner on the premises and at least one full-trained adult per ten children; other staff counted in ratios require emergency six-hour training. New starters should complete this within three months and may count in ratios only under the conditions in Standard 10.28. Renew certificates every three years and ensure sufficient trained staff on outings.
- Follow the Accident and First Aid and Medication Policies for treatment, consent, recording, parent notification and emergency action.

Outdoor play and sun safety

- Offer outdoor play throughout the year, subject to weather and risk assessment. Check outdoor areas before use and provide appropriate clothing, shade, water and rest breaks.
- Avoid prolonged exposure during strong sunshine, especially around midday. Encourage sunhats and protective clothing. Parents should provide suitable high-factor sunscreen in its original labelled container and written permission for staff to apply it. Apply according to instructions and individual needs.

Smoke-free and vape-free setting

Smoking is prohibited in indoor and outdoor childcare areas while in use. The club also prohibits vaping in these areas as a setting policy. Display required no-smoking signs and keep smoking materials and vaping products inaccessible to children.

Contacts and further guidance

Public Health Wales AWARe: 0300 003 0032; aware@wales.nhs.uk. NHS 111 Wales: 111. Emergency services: 999. CIW: 0300 7900 126; ciw@gov.wales.

Welsh Government, National Minimum Standards (2026), Standard 10: https://www.gov.wales/national-minimum-standards-regulated-childcare-children-age-12-years-statutory-guidance-standard-10

Public Health Wales, childcare and education resources: https://phw.nhs.wales/knowledge-article/resources-for-childcare-and-education-settings/

Food Standards Agency: https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses

CIW notifications: https://www.careinspectorate.wales/providing-a-care-service/already-registered-services/notification-forms

Policy approval and review

Previous approval / version	1 September 2025
Date revised	24 November 2026
Name / position	Mrs Napper – Person in Charge
Approval authority	Out of School Club Committee (delegated authority)
Date approved	_____
Signature on behalf of provider	_____
Next scheduled review	July 2027