

**St. Patrick's Primary & Nursery School,
Mayobridge**



SCHOOL CARE POLICY

ST. PATRICK'S PRIMARY & NURSERY SCHOOL, MAYOBRIDGE

SCHOOL CARE POLICY

This Policy is based on the principle that all members of our School Community promote an atmosphere of mutual respect for each other and acknowledge the various roles carried out within the school. It provides guidelines for all staff and children of the school to promote high standards of cleanliness and orderliness in the interest of all concerned and will be revised and amended when deemed necessary.

The cleanliness and overall appearance of our school is the responsibility of all staff and children and supports the work of the Caretaker and Cleaners

The procedures noted below should be followed by all staff members and promoted with the children in order to foster a caring attitude among all members of the school community for their surroundings and to enable the Caretaker and the Cleaners to carry out their duties efficiently.

GENERAL PROCEDURES

- 1 All cupboards, shelves, stores and storage areas should be well organised and tidy. Doors should open and close freely
- 2 Where possible, resources should be stored off the floors. Key resources should be kept in the stores where appropriate.
- 3 Staff, children and all school users must be constantly vigilant when moving resources/equipment to ensure there they present no risk to anyone in the school building or anywhere on the school site
- 4 Fabrics and edible items should be kept in sealed containers in order to deter pests/rodents
- 5 Children should be reminded regularly to:
 - a) refrain from eating in the Toilet areas
 - b) flush the toilet after use
 - c) use the hand driers provided
 - d) refrain from using toilet roll to dry their hands and placing it in the toilet bowls or urinals.
 - e) use the urinals appropriately (boys)

Bars of soap, hand towels, paper towels, toilet rolls and tissues will be provided appropriately by cleaning staff and checked daily i.e. in both adult and children's toilets and classrooms

- 6 Cleaning stores should **not** be used by staff or children as hazardous substances are stored securely there. During the school day minor "accidents" should be reported to the Caretaker or Cleaner

- 7 Mops and buckets will be left in a designated area. Separate tea towels will be provided appropriately for the Nursery, P 1-2 classes and St. Clare's Building. Only cleaning products purchased centrally by the school may be used by staff.
- 8 Wall displays should be kept firmly secured without causing damage to the walls. Wall staplers are **not** to be used in the interest of Health and Safety.
- 9 Books should be stored in bookcases the correct way up with spines facing outwards
- 10 All potted plants should have saucers underneath to retain water and discarded when no longer in use.

DURING THE SCHOOL DAY

- 1 Adults on duty, e.g. Lunchtime Supervisors, should ensure that all children wipe their footwear before re-entering the building and those returning from Outdoor Sport (including After Schools' Clubs) should remove football boots at the entrance doors to prevent heavy soiling within the School.
- 2 The Staff Room floor should be kept clear where possible, crockery should be placed in the dishwasher after use and the teapot rinsed. Alternatively, dishes should be washed, dried and put away
- 3 Excess paper and "originals" at the photocopier should be removed immediately after use. Wastage of paper should be kept to a minimum and should always be placed in the recycling bin provided

AT THE END OF THE SCHOOL DAY

Classrooms and Open Areas

- 1 Teachers are responsible for their own desks which will be cleaned as per individual agreement between teaching and cleaning staff.
- 2 All children's chairs should be set **safely** on top of the desks except on the designated afternoons for Table Top wiping
- 3 All large items of rubbish i.e. the size of a page, crisp bag or bigger should be removed and placed in bins prior to cleaning
- 4 Crayons, pencils, pens, rulers etc. should be collected and stored safely
- 5 Writing boards should be cleared of work not needed for the following day
It is recommended that each classroom has designated areas set aside specifically for the storage of particular items. This will allow the children to know where everything belongs.

- 6 All sink units should be left absolutely clear i.e. no tissues, straws, paint brushes, paint trays or play materials
- 7 All draining boards should be left clear.
- 8 In Play and Shared/Open Areas, the children should be trained to clean up after using materials e.g. items such as tea sets and clothing should be neatly arranged after use.
- 9 Water trays should be covered and toys not being used the following day should be stored in their respective containers. Teachers/Teaching Assistants should mop up spills as they occur during Play in the interests of Health & Safety.
- 10 Regarding Sand Trays, the sand should be levelled off and toys to be used the following day should be attractively stored on top of the sand. Spare toys not in use should be stored neatly in the appropriate container/area. Large amounts of sand spilled on the floor should be cleared by the Teacher/ Teaching Assistant at the end of the session and the residue of light sprinklings should be cleared by the Cleaning Staff as part of their routine cleaning.

A significant aspect of the School Care Policy is to help prepare our children for adult life and in this respect it is recommended practice that they should be actively involved in the tidy up after using materials.

LOST PROPERTY

- 1 Lost and found items not reclaimed will be placed in a container in the Reprographics Room and items will be discarded at the end of each term.
- 2 Items of considerable value will be kept for a short period only and will be passed appropriately to local charity shops.

Teachers, Teaching Assistants and Children should not attempt to clean or wash any area except as listed above i.e. do specific duties of the Caretaker or Cleaner but should ensure that they leave their respective areas ready for cleaning and provide support appropriately in a collegial manner

Implementation of this Policy will be monitored by the Principal and Senior Leadership Team, in consultation with staff, parents and children. Feedback from ongoing monitoring will inform amendments. New ideas and strategies will be incorporated accordingly. This policy will be formally evaluated and reviewed every two years i.e. February 2019.

Signed: Margaret Ryan (Principal)
Mrs Nuala Lynchehaun (Chairperson, Board of Governors)

Date: March 2017