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| **Morning** | **Lunch time/AM Wed** | **After lunch/PM Wed** | **After nursery** |
| **Before children arrive at nursery**1. Check nursery diary, hand over book and plan. 2.Risk assess inside and outside3.Put milk away after it is cleaned4.Check fridge and freezer temperature5.Start dish washer6.Place register ready for staff. 7. Check both activity boards and amend.8. Write up notice board put outside9.Chairs out, clean tables and units with D-1010. Computers cleaned on and ready11.Sort all areas such as arts and crafts, construction, library, role-play12. Empty drying rack13. Sort cloak room14 Start getting large equipment ready for outside play, clean large equipment with D-10 or covid GuardSend messages to parent/carer by Seesaw**Once children in**15.Sort water and paint if required16. make toast/fruit as required, decant water as required. Put away crockery when finished17. make playdough if allowed following latest guidance 18. risk assess outdoors with children19. Keep on top of the cleaning and follow procedures in place | **Before children are collected on Wed**1. Sweep floor2. Decant water and clean area D-103. write up any paperwork; hand over book, individual child information4. Send information on Seesaw if required5. Up-date information board6.Check toilets and cloakroom, clean7. Tidy with children inside and out**After children go for lunch or go home; staff left**1.Wash up paint lids and brushes and easel ready for next session2. Clean, sort and tidy all areas following cleaning procedure 3.Clean toilets4.Change bins**After children are collected on Wed**1.New register.2.Deep clean room including chairs and all hard surfaces. Following cleaning procedure3.New resources out for 2nd group 4.Update notice board put outside5.Make sure cleaning schedule is written6.Sort outside with new cleaned resources7.Discuss relevant issues with staff8. Start cleaning group 1’s resources record | **Wed/ Once new children in**1. Sort water and paint2. Make toast/fruit as required and serve to individuals and decant water when needed to individuals. Tidy away crockery.3 Risk assess outside with children4. make playdough if allowed following latest guidance**Continued session M/T/TH/F**Keep on top of the cleaning and follow procedures in place Record claening | **After children are collected**1.Sort outside, clean equipment including large equipment following procedure and lock up2. All Equipment cleaned after each bubble; follow procedure3.Computers switched off and cleaned4. turn off dish washer and clean5.Write up any paperwork; hand over book, individual child books, cleaning schedules on Teams.6. Nappy bucket emptied and cleaned7. Clean of all hard surfaces; chairs table, door handles, doors, switches, phone**Last day of week/Wed AM*** New register
* Snack organised and put on Seesaw
* Look out resources for each group
* Inform Senior/Lead as resources get low and need ordering.
* Clean recycling buckets
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| **Daily Lead/Senior** * Discuss any issues before the beginning of each day and relay to all staff.
* Check handover book, any concerns or information that needs to be shared inform all staff
 | **Daily All*** Add events to Seesaw connecting to CfE
* Spills cleaned asap
* Clean mop bucket regularly
* Continued cleaning of all hard surfaces; chairs table, computers, door handles, doors, switches, phone
 | **Weekly All*** Snack board changed/Seesaw
* New story of the week,Seesaw with connection to CfE etc
* Recycling by staff
* Check food dates in cupboard, fridge, freezer, clean areas
* Wash towels as required
* Clean toothbrush boxes
* Wash outdoor sand and kitchen toys after each bubble
 | **Monthly/fortnightly All*** First aid bags sorted
* Test food temperature probes and record
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