



BALLYORAN PRIMARY SCHOOL

School Care Policy

Reviewed June 2021

Rationale

The vision of the school states that we aim to provide a happy, caring, safe and stimulating learning environment. In order for the school to fulfil this vision, it is important that all members of the school community take pride in the physical appearance of the school.

Aim

This Policy aims to ensure that the cleanliness of Ballyoran Primary School is the responsibility of all staff and pupils, not just the Building Supervisor and the Cleaners.

It provides guidelines for the Teachers, Classroom Assistants, Lunchtime Supervisors and Pupils of the school to assist the Building Supervisor and the Cleaners in maintaining standards.

The procedures noted below should be followed by Teachers and Classroom Assistants in order to foster a caring attitude among Pupils for their surroundings and to enable the Building Supervisor and the Cleaners to carry out their duties more efficiently.

GENERAL PROCEDURES

1. All cupboards and Stores should be well organised and tidy. Doors should open and close freely.
2. When possible, resources should be stored off the floors. Resources should be kept in the Stores where appropriate.
3. Fabrics and edible items should be kept in sealed containers in order to deter pests such as rodents.
4. Pupils should be periodically reminded to flush the toilet after use and to place paper towels in bins, not in the toilet bowls or urinals.
5. Cleaning Stores should not be used by Teachers or Pupils. During the school day minor 'accidents' should be reported to the Building Supervisor (Caretaker), (if available) or cleaned by Teachers or Classroom Assistants. Mops and buckets will be left in a designated area.
6. Wall displays should be kept firmly secured without causing damage to the walls.
7. Books should be stored in bookcases, the correct way up, and with spines facing outwards.
8. All potted plants should have saucers underneath to retain water.

DURING THE SCHOOL DAY

9. Adults on duty, such as Supervisory Assistants, should ensure that all Pupils wipe their footwear before re-entering the building and those returning from outdoor sport should remove their footwear, such as football boots, at the entrance doors to prevent heavy soiling within the School.
10. In the Staff Room, the floor should be kept clear where possible, the room kept tidy and crockery should be washed after use.
11. Excess paper and 'originals' at the photocopier should be placed in the bin provided.

AT THE END OF THE SCHOOL DAY

CLASSROOMS AND OPEN AREAS

12. When possible, Teachers' desks should be left completely clear to facilitate cleaning.

13. All Pupils' chairs should be set **safely** on top of the desks.

14. All large items of rubbish should be removed from the floor, shelves and from any ledges or shelves under tables or desks.

15. Crayons, pencils, pens, rulers, etc. should be collected

16. Writing boards should be cleared of work not needed for the following day.

It is suggested that each classroom has a set of designated areas set aside specifically for the storage of particular items.

This will allow Pupils to know where everything belongs.

17. All sink units should be left absolutely clear, (i.e. no tissues, paint brushes, paint trays or play materials).

18. All draining boards should be left clear.

19. In structured play and open areas, Pupils should be taught to clean up after using the materials, e.g. items such as tea sets and clothing should be neatly arranged after use.

20. Water trays should be covered and toys not being used the following day should be stored in a container. Teachers and Classroom Assistants should mop up spills as they occur.

22. In 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 a large container.

Large amounts of sand spilled on the floor should be cleared by the Teacher or Classroom Assistants and small light sprinklings of sand should be cleared by the Cleaning Staff.

Part of the School Care Policy is to prepare Pupils for adult life and in this respect; it is acceptable that pupils should help to tidy up after using materials.

LOST PROPERTY

23. Lost and found items not reclaimed by Pupils will be kept in a container in the Staff Room.

After one year, unclaimed items will be put in the Recycle Bin.

Teachers, Classroom Assistants and Pupils should not attempt to dust, clean or wash any area or do the duties of the Building Supervisor or Cleaners.

REVIEW

This Policy will be revised and amended when deemed necessary.