**Tidiness**

We have our son and all his care team living in a small two bedroom living area. We have to be tidy and clean otherwise it will become difficult to work in, dangerous and generally not a good place to be.

Please open the windows in the bedrooms to air the room whenever you can.

**End of shifts**: By the end of your shift,

* Our son’s bedroom and all of his area is to be clean and tidy. This includes the kitchen, fridge, freezer, hob, oven and cupboards
* Floors swept
* His sling, harness, arm rests to be checked and washed if needed, such that they will be dry for the next day
* Any used bibs to be rinsed and washed
* Also check the front and back garden for anything left out such as toys and cushions.

Sign off sheet for staff to acknowledge they have read this policy

**Print your name Sign your name Date**

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