

WCS Children's Services

HYGIENE - Cleaning Policy

Policy Statement

The Service ensures the premises, furniture and equipment are safe, clean and well maintained. Cleaning tasks are scheduled and the procedures are those recommended by recognised authorities and according to regulations. Safe natural and effective cleaning products are used wherever possible (refer to the National Health & Medical Research Council recommendations). Educators model safe and healthy hygiene practices and routines to the children, and involve the children in maintaining a clean environment.

Strategies and Practices

- Where applicable, the Service adheres to their respective Food Safety Plans.
- The Service follows the National Health and Medical Research Council (NHMRC) recommendation that using hot soapy water is the most effective method of removing germs. Accordingly, hot soapy water is used for general cleaning (e.g. floors, table tops). Refer to any Food Safety Plan which applies. Disinfectant is used for cleaning areas contaminated by blood, faeces, urine, vomit and other body fluids.
- The Service reviews the range of cleaning products available when reviewing the Service's *Environmental Sustainability Policy*.
- Educators ensure the areas used by children are safe and clean throughout the day (e.g. clean spillages as they occur, sweep floors, wash tables before and after meals).
- Children are intentionally taught effective hygiene routines.
- Each Service follows its own cleaning routines (e.g. washing dress ups, soft toys, cushion covers, soft toys, and furniture) to ensure the building, furniture and resources used by children are regularly cleaned.
- Nappy change areas are cleaned after each change, and at the end of the day. Bathrooms are cleaned at scheduled intervals throughout the day, and at other times when necessary.
- Rubbish bins are emptied at the end of the day, or at any other time the bins are full or unpleasant, and plastic liners replaced.
- Wherever possible, the Service purchases materials, equipment, toys and other products which are washable and easy to maintain.
- Gloves are worn when cleaning. When general purpose or ordinary kitchen (non-latex) gloves are used, the gloves are washed and pegged outside to dry.
- To prevent cross-contamination between work areas, different coloured cloths are used in different areas. In addition, cleaning implements such as gloves and scourers

are confined to specific areas. The coloured wash cloths are washed or replaced frequently.

- Each Service has its own cleaning equipment and supplies (e.g. buckets, mops, cleaning cloths). Cleaning items are air dried and are inaccessible to children. Any item used to clear away blood or body fluids is cleaned immediately and air dried, or disposed of.
- Rest mats/beds are sprayed and wiped at the end of each rest period. Cots are cleaned after each child's use. Parents/guardians take their children's linen home to launder each week, or as required. Service supplied linen is washed after each child's use.
- Soiled items of clothing and linen to be sent home for washing are placed in sealed, labelled and dated containers. Those items to be laundered at the Service are placed in sealed containers in the laundry, and washed daily.
- Toys are washed regularly. Mouthed toys are placed in a labelled container, and cleaned.
- The sandpit is covered when not in use and raked over each morning to remove any dangerous or foreign matter. In the event of sand being soiled by urine, faeces, food or other materials during the day, children are removed from the sand pit and the contaminated sand addressed.

Links: Education and Care Services National Regulations 2011, National Quality Standard 2018

Regs	82	Tobacco, drug and alcohol-free environment
	89	First aid kits

QA	1.1.1	Curriculum decision-making contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators
	2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
	3.1.2	Premises, furniture and equipment are safe, clean and well maintained.
	7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.

Sources, further reading and useful websites

Sources

- Education and Care Services National Regulations 2011, 2017

- Guide to the National Quality Standard 2011, 2018
- <http://www.kidsafe.com.au/>
- Dr. B. Abbey and P. Maclean, NQS - the complete system of policies, procedures and forms, www.childcarebydesign.com.au/.
- Staying Healthy in Childcare 5th Edition

Policy Review

This policy is a living document and will be monitored and reviewed as issues are identified. Proposed changes will be circulated and discussed by all programs and any external stakeholders for approval.

Person Responsible for Review:

Manager, Children's Services

Implementation Date:	3 November 2014	Review Date:	August 2018
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Modification History

Date	Sections and/or Paragraphs	Source	Details
2016/08/29	Letter head updates and contents	Staying healthy in Childcare and Food safety standards	Changes within WCS
2018/02/07	Quality Areas	Revised National Quality Standard 2018	

Related Documents

Refer to HR Manual –cross reference to WCS documents such as: WCS Services Guide, WCS Values and Strategic Plan.

Approved by: Susan Henderson, Manager, Children's Services.



Date: 16 January 2017