



## Cleaning and maintaining the environment

Quality Area 2:  
Children's Health  
and Safety

### POLICY STATEMENT

Children have the right to an education in an environment that provides for their health and safety. Good cleaning and maintenance of the environment ensures that illness and unintentional injuries are avoided. Environmental responsibility also encompasses the cleaning and maintenance of the education and care service in ways that are sustainable and environmentally friendly.

### NATIONAL QUALITY STANDARDS

#### Element 2.1.2

*Health Practices and Procedures*- Effective illness and injury management and hygiene practices are promoted and implemented.

#### Element 3.1.2

*Upkeep* - Premises, furniture and equipment are safe, clean and well maintained.

#### Element 3.2.3

*Environmentally Responsible* - The service cares for the environment and supports children to become environmentally responsible.

### AIMS

To maintain the Service in a clean and sanitary condition to ensure a safe and hygienic environment for staff, parents, children and the community.

To provide staff with proper hygiene procedures to minimise risk of infection, cross infection and transmission of disease.

To maintain the Service in a clean and sanitary condition using environmentally friendly practises.

### IMPLEMENTATION – ROLES AND RESPONSIBILITIES

The Approved Provider is responsible for

- Arranging for the education and care service to be cleaned by professional cleaners at the end of each day.
- Ensuring that written policies and procedures regarding child safe environments are developed.
- Developing systems to ensure that daily checks and risk assessments of the environment are documented and that where repairs, cleaning or maintenance issues are identified, they are attended to promptly.

The Nominated Supervisor is responsible for

- Developing systems to ensure that the daily cleaning of the service is carried out to a satisfactory standard.
- Ensuring that educators are familiar with policies and procedures related to cleaning and maintaining safe environments for children.
- Ensuring that daily checks and risk assessments of the environment are conducted and documented.
- Responding to any identified risks, repairs, cleaning or maintenance issues promptly.
- Ensure adequate supply of cleaning products, cloths and cleaning items are provided at all times.

Educators are responsible for

- Ensuring that cleaning duties do not compromise care and supervision of children at any time.
- Identifying when the building, premises, furniture or equipment require cleaning or maintenance. The identified issue will be dealt with immediately. This will be done by cleaning as required or by removing the damaged furniture or equipment to be repaired or discarded as decided by the Nominated Supervisor and the Approved Provider. The educator will complete WHS Hazard Report Form and refer this to the Nominated Supervisor for attention.
- Involving children in discussions about health and safety issues and support children to develop guidelines to keep the environment safe for all.
- Role modelling good cleaning practices for the children and encourage children to be involved in the cleaning of the environment where appropriate.
- Supporting children to have an active role in caring for their environment and to contribute to a sustainable future.
- Being responsible for spot cleaning the education and care service to ensure cleanliness and hygiene standards are maintained throughout the day.
- Seeking to minimise the use of chemicals in the education and care environment.

Families are responsible for

- Washing your child's hands on arrival and departure to preschool
- Ensuring hand towels that come to preschool are clean and washed every week (daily if there is an outbreak of an infectious disease)
- Ensuring any items brought to preschool for news are clean and in good maintenance
- Supporting our preschool through helping on the washing roster
- Keeping children who are unwell at home
- Washing hats at the end of each term or earlier if required
- Not sending food to preschool that is prohibited (Peanuts/tree nuts at all times) (other foods as required)
- Reporting any cleaning or maintenance issues they observe to the room leader
- Ensure lunch boxes and drink bottles have been thoroughly washed before bringing them to preschool each day

### **SOURCES**

NSW Government Office of Environment and Heritage

[www.environment.nsw.gov.au/households/green-cleaning.htm](http://www.environment.nsw.gov.au/households/green-cleaning.htm)

Australian Government Department of the Environment and Energy - [www.environment.gov.au](http://www.environment.gov.au)

Health and Safety in Children’s Centres: Model Policies and Practices (2nd ed.) –

[www.community.nsw.gov.au/docswr/\\_assets/main/documents/childcare\\_model\\_policies.pdf](http://www.community.nsw.gov.au/docswr/_assets/main/documents/childcare_model_policies.pdf)

Staying Healthy in Child Care: Preventing Infectious Diseases in Child Care, 5th Edition, 2013

### **STATUTORY LEGISLATION AND CONSIDERATIONS**

Education and Care Services National Regulations 103, 168

Guide to the National Quality Standard (3) ACECQA (2015)

Guide to the Education and Care Services National Law

Education and Care Services National Regulations 2011

The NSW Work Health and Safety Act 2011

NSW Work Health and Safety Regulation 2017

### **AUTHORISATION**

This policy was adopted by the Approved Provider of East Lismore Community Preschool at the committee meeting on 8<sup>th</sup> April 2020

### **REVIEW DATE**

This policy will be monitored to ensure compliance with legislative requirements

This policy is set to be reviewed every 2 years.

Next review date April 2022