

Policy Statement

We will provide an environment that is clean, and hygienic for children, Staff, families and visitors. Children and parents will be encouraged to maintain hygiene practices by following our Policies and Procedures.

Staff will model hygiene procedures as advised by NSW Health Authorities and NSW Food Authority. Staff will engage children in experiences, conversations, routines, and responsibilities that promote their understanding of the importance of hygiene for the wellbeing of themselves and others.

Procedures

- ✓ Hygiene practices will be highlighted to families, and where appropriate information sheets or posters will be used to support these practices.
- ✓ Staff will model and encourage children to adopt our practices, through spontaneous and planned learning opportunities.
- ✓ Hand washing will be practiced by all Educators, Visitors and children:
 - before preparing or eating food
 - after all dirty tasks such as toileting
 - after cleaning up any items
 - after wiping a nose
 - after administering first aid
 - after handling an animal.
- ✓ Disposable gloves are to be worn by Educators when:
 - cleaning as per manufacturer's instructions of cleaning products
 - handling food (See Food Safety Policy)
 - in contact with bodily fluids and open sores. (See First Aid Policy – Management of Injury, Illness and Trauma)
- ✓ Hands must be washed after removing gloves. Used gloves should be disposed of in rubbish bin.
- ✓ All toilet facilities will have access to a sink with running water, hand wash and paper towel/hand dryers for washing and drying hands. Staff are responsible for monitoring the availability of hand wash and paper towel.
- ✓ Contracted cleaners are hired by Schools to clean and sanitise toilets and other shared facilities (e.g., School Hall and Library). If these areas are not being cleaned appropriately and effectively, Staff are to inform the School Principal. These areas are to be checked regularly to ensure appropriate hygiene standards are being maintained. If Staff are required to clean these shared areas, procedures outlined in this policy must be followed.
- ✓ Women and girls will have access to proper feminine hygiene disposal.
- ✓ Buckets and tubs of water must be supervised in line with our Water Safety Policy.
- ✓ Coordinators are to ensure Educators are aware of cleaning procedures outlined below and that tasks are completed in line with the Cleaning Checklist and outlined schedule, made available in SIM's (Service Instruction Manuals).

ACI procedures to clean and sanitise the Service daily and as required, are as follows:

Area/Tasks	Equipment Needed	Method
<p><u>Food Preparation Areas/Kitchen</u></p> <ul style="list-style-type: none"> • Kitchen Benches • Kitchen Sink • Breakfast table • Afternoon tea table • Any surface used to prepare, serve and consume food. • Refrigerator • Kitchen Cupboards 	<ul style="list-style-type: none"> • Yellow Cloth • Surface cleaner • Disinfectant • Paper towel • Food Prep/Kitchen Bucket • Disposable and Rubber Gloves 	<p><u>This method is to be followed both before and after food is prepared and served</u></p> <ul style="list-style-type: none"> • Wear disposable gloves and rubber gloves. • Yellow cloths - to clean and sanitise food preparation areas. • Fill a bucket (designated for food preparation) with hot water. • Pour surface cleaner directly onto damp yellow cloth or directly onto surface to clean. • Rinse yellow cloth in hot water. Wipe over table again with wet cloth to remove soapy residue. • Pour disinfectant (mixed as per manufacturer's instructions) directly onto surface, wipe over with clean paper towel, and ensure the entire surface is damp with disinfectant. Allow surface to air dry to ensure disinfectant has had time to work • Clean and Sanitise bucket after use.

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Area/Tasks	Equipment Needed	Method
<p><u>Washing Dishes</u></p>	<ul style="list-style-type: none"> • Yellow Cloth • Dishwashing liquid • Disinfectant • Paper Towel • Disposable Gloves • Dishwashing gloves • Food Surface Sanitiser 	<ul style="list-style-type: none"> • Kitchen Sink must be cleaned and sanitised prior to washing dishes. As outlined above. • Scrape all food from dishes/utensils into the bin, then pre rinse. • Pour dishwashing liquid into sink and fill with hot water. • Water MUST be hot and clean – change water regularly as needed (about 70°). Dishwashing gloves must be worn to prevent scalding. • Thoroughly wash items with clean Yellow cloth and rinse in clean water. • Ensure sink is clean prior to use of Sanitiser. • Dishes/utensils/cutlery must then be sanitised using an approved sanitiser for food service operations. Manufacturer’s instructions must be followed to effectively sanitise dishes/utensil/cutlery. • It is recommended that dishes be left to air dry whenever possible. If dishes must be towel dried, a clean fresh tea towel must be used for each session.
<p><u>Indoor Areas/Surfaces</u></p> <ul style="list-style-type: none"> • Main rooms • Indoor play spaces • Administration areas • Sign in/out desk etc • Shared spaces if needed 	<ul style="list-style-type: none"> • Pink or Blue Cloth • Surface cleaner • Disinfectant • Paper Towel • Gumption • General Cleaning Bucket • Disposable Gloves • Vacuum 	<ul style="list-style-type: none"> • Wear disposable gloves. • Pink or Blue Cloths are to be used to clean surfaces in indoor areas, this includes (but not limited to) windows, tables, parent sign in area, and chairs. • Fill cleaning bucket with warm water (designated for general cleaning). • Pour surface cleaner directly onto damp cloth or directly onto surface to clean. • Rinse cloth in warm water. Wipe over surfaces again with damp cloth to remove soapy residue. • Gumption may be used to remove stubborn stains – should be applied with paper towel and cleaned off with damp cloth. • Phone, computer keyboards and other office equipment should be sanitised with the use of a small amount of disinfectant squirted onto paper towel or Disinfectant Wipes. • Computer vents should be vacuumed at least once a week. • Clean and Sanitise bucket after use.
<p><u>Toilets</u></p>	<ul style="list-style-type: none"> • Disposable Chux • Disposable gloves • Toilet Cleaner • Surface Cleaner • Disinfectant • Toilet Brush • Bucket for toilet use only • Mop for toilet use only 	<p><u>Toilets</u> – usually contracted School cleaners do this but if ACI Staff are required to clean them during school holidays or for any reason</p> <ul style="list-style-type: none"> • Wear disposable gloves. • Fill bucket with hot water (designated for toilet cleaning). • Flush toilet if needed – add toilet cleaner and leave for 5 minutes. • Pour surface cleaner directly onto damp Chux or directly onto surface. Wipe all surfaces (hand basins, taps, doorknobs, soap dispenser and splash back). • Rinse Chux in warm water. Wipe over surfaces again to remove soapy residue. • After 5 minutes is up use toilet brush to clean toilet bowl and flush toilet. Then pour surface cleaner onto Chux and clean toilet, starting at cistern, seat, outside the pan, pipes, bend and top of bowl. Once toilet has been cleaned dispose of Chux. A new Chux is to be used for each toilet. • Repeat the above steps for ALL above mentioned surfaces with disinfectant. - Pour disinfectant (mixed as per manufacturer’s instructions)

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		<p>directly onto surface, wipe over with a clean paper towel, and ensure the entire surface is damp with disinfectant. Allow surface to air dry.</p> <ul style="list-style-type: none"> • Pour full strength disinfectant in urinals and on floors around the toilets. • Use School hose to hose out the toilets – allow to air dry.
<u>Floors</u>	<ul style="list-style-type: none"> • Broom • Vacuum • Mop Bucket for general cleaning • Mop for general cleaning 	<p><u>Carpet</u></p> <ul style="list-style-type: none"> • Pick up any large bits of rubbish, toys etc so they do not block vacuum cleaner. • Vacuum, ensure the edges, under bins and mats and behind doors etc are all done – items may need to be moved. • This should be done at least once a day. <p><u>Hard Floors</u></p> <ul style="list-style-type: none"> • Vacuum or sweep - ensure the edges, under bins and mats and behind doors etc are all done – items may need to be moved. This should be done as needed throughout the day. • At least once a day ensure hard floors are mopped. <ul style="list-style-type: none"> – Add ¼ cup of Floor and Surface Cleaner to ½ bucket of warm water. – Mop all areas of the floor – you may need to move items – please note that there is a separate mop for the hard floor area and another one to be used for the toilets (labelled toilets). – Tip bucket upside down and hang mop outside to dry.
<u>Bins</u> <u>Craft Cleaning</u>	<ul style="list-style-type: none"> • Disposable Chux • Disposable gloves • Surface Cleaner • Disinfectant • Bucket • Paper towel • Gumption • Broom 	<p><u>Bins will be cleaned and sanitised at least once a week –</u></p> <ul style="list-style-type: none"> • Wear disposable gloves. • Dispose of rubbish. • Fill bucket with hot water (designated for general cleaning). • Pour surface cleaner directly onto damp Chux. Wipe down bins both inside and out. Rinse Chux in hot water. Wipe over surfaces again to remove soapy residue. • Pour disinfectant (mixed as per manufacturer's instructions) directly onto and into bin, wipe over with a clean paper towel, and ensure the entire surface is damp with disinfectant. Allow surface to air dry. Dispose of paper towel after use. • Clean and Sanitise bucket after use. <p><u>Craft areas will be cleaned as needed, following the above (disinfectant can be used as needed).</u></p> <p><u>Additional cleaning may be required –</u></p> <ul style="list-style-type: none"> • Gumption maybe used to clean stubborn stains. Should be applied with paper towel and cleaned off with damp pink or blue cloth or Chux. • Dispose of Chux once area has been cleaned. • Sweep floor around craft area.
<u>Toys/Equipment</u>	<ul style="list-style-type: none"> • Disposable Chux • Disposable gloves • Surface Cleaner • Disinfectant • Sink or bucket 	<ul style="list-style-type: none"> • Kitchen Sink or bucket must be cleaned and sanitised prior to washing toys/equipment. • Wear disposable gloves and rubber gloves. • Fill sink/bucket with hot water. • Pour surface cleaner directly into sink/bucket. • Wash items with disposable chux and rinse in clean water. • Pour disinfectant (mix and leave to soak as per manufacturer's instructions) directly onto toys/equipment and ensure the entire surface is damp with disinfectant. Allow to air dry to ensure disinfectant has had

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		<p>time to work.</p> <ul style="list-style-type: none"> If toys/equipment are not able to be immersed in water/disinfectant, wipe over them using either a chux or paper towel with disinfectant, alternatively a disinfectant wipe can be used to wipe the toy/equipment or they can be sprayed with Disinfectant.
<u>Cleaning Bodily fluids</u>	<ul style="list-style-type: none"> Disposable Chux Paper towels Disposable gloves Surface cleaner Disinfectant Bucket for general cleaning Broom 	<ul style="list-style-type: none"> Wear disposable gloves. If area is outside: <ul style="list-style-type: none"> Rinse off using hose or pouring hot water. Apply surface cleaner and scrub with broom, then apply full strength disinfectant and scrub. Disinfect broom after use. If area is indoors: <ul style="list-style-type: none"> Place paper towel over spill to allow it to soak in. Remove paper towel and any solid matter, placing it inside a plastic bag. Fill bucket with hot water (designated for general cleaning). Pour surface cleaner directly on to Chux or paper towel. Clean area, rinsing the cloth into a bucket as needed. You will need to empty and refill the bucket with clean water as needed. Pour full strength disinfectant directly onto surface, wipe over with a clean paper towel, and ensure the entire surface is damp with disinfectant. Allow surface to air dry. Clean and sanitise bucket after use. Once area has been cleaned all used paper towels, gloves, Chux etc are to be double bagged and disposed of in school skip bin. Any centre linen, pillows and blankets shall be double bagged and if salvageable, washed as per Laundry Policy. (If unsalvageable disposed of in school skip bin). A child's clothing that is soiled, are to be double bagged and placed in "Soiled Clothing" container, and given to families, as per Laundry Policy. If any items are unsalvageable, educators are to speak with family about disposing of items. If families agree, double bagged items are to be disposed of in school skip bin).

Considerations

Education and Care Services National Law

167	Offence relating to protection of children from harm and hazards
301	National regulations

Education and Care Services National Regulations

77	Health, hygiene and safe food practices
88	Infectious diseases
109	Toilet and hygiene facilities
168	Education and Care Service must have Policies and Procedure
170	Policies and Procedures to be followed

Education and Care Services National Quality Standards

Quality Area	Standard	Element
QA 2 Children's health and Safety	2.1 Health	2.1.2 Health Practices and Procedures
QA 7 Governance and Leadership	7.1 Governance	7.1.2 Management Systems



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Activity Centres Inc. Policies and Procedures

First Aid Policy – Management of Incident, Injury, Illness and Trauma	Laundry Policy
Food Safety	Toilet and Nappy Change
Infectious Diseases	
Water safety policy	

My Time, Our Place

<u>Learning Outcome 3</u> Children have a strong sense of wellbeing	<ul style="list-style-type: none"> Children take increasing responsibility for their own health and physical wellbeing
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Legislation

NSW Health	NSW Food Authority
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Policy is only endorsed if initialled by 2 members of the management committee

Endorsed by the Management Committee on 12 April 2022
 Hygiene and Cleaning Policy is to be reviewed by 12 April 2024