

## **Policy Statement**

Our Organisation aims to maintain a high standard of hygiene. The laundering of all items will be carried out on a regular basis to maintain proper hygiene, reduce cross infection and to ensure the cleanliness of each Service is maintained.

## **Procedures**

- ✓ The laundering of all items will be done at the Organisation's laundry facilities located at Beresford Road Activity Centre, Darlington Activity Centre and Toongabbie East Activity Centre:
  - Coordinators will need to ensure that all items for laundering are transported to one of these Services each week, in baskets or bags provided.
  - Coordinators will collect washed and dried items from the Service when laundered.
- ✓ Coordinators managing the laundry will ensure the laundering is done following the procedures set out below:
  - Kitchen items shall be washed separate to general washing
  - Laundering shall be done in an automatic washing machine with a rinse cycle, manufactures instructions will be followed when adding washing detergent. Items should be dried immediately after washing in the full sun or a tumble dryer on the hot setting
- ✓ Children who have clothing soiled with bodily fluid will be changed and their soiled clothing will be double bagged and sent home for laundering:
  - Soiled clothing is to be placed directly into double plastic bags and sealed. Soiled clothes will be stored in a container labelled 'soiled clothing' and placed in an inaccessible location away from children to be given to parent at the end of the day
- ✓ Families should ensure there is a clean change of clothing in their child's bag if the child is known to have regular 'accidents' and needs clean clothing whilst at the Service. Service only has a limited supply of certain clothing items and sizes, therefore cannot be relied on.
- ✓ Blankets, pillows or other linen contaminated with bodily fluids should be double bagged and added to the soiled washing to ensure they are laundered separately to the regular washing.
- ✓ Heavily soiled items should be washed separately to avoid cross contamination.
- ✓ Coordinators will ensure all dirty/soiled items belonging to the Service will be dried then added to the appropriate soiled basket for laundering.
- ✓ Dress up clothes and soft toys will be washed on a regular basis to maintain cleanliness.
- ✓ Vacation care excursion shirts will be transported to one of the above mentioned Services, for washing and drying. They will be folded and kept at the Service to ensure they are available for the next excursion.
  - Children with sensitive skin will be required to purchase a vacation care shirt that can be taken home for laundering to ensure the child's needs are being met
  - Vacation Care shirts that are soiled with bodily fluids will be added to the soiled washing to ensure they are then washed using our Service's laundry procedures

## **Considerations**

### **Education and Care Services National Law**

162	Offence to operate education and care service unless responsible person is present
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### **Education and Care Services National Regulations**

106	Laundry and hygiene facilities
109	Toilet and hygiene facilities
112	Nappy change facilities
117B	Minimum requirements for a person in day-to-day charge
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies and procedures

### **Education and Care Services National Quality Standards**

Quality Area	Standard	Element
QA 2 Children's health and safety	2.1 Health	2.1.1 Wellbeing and comfort
		2.1.2 Health practices and procedures
QA3 Physical Environment	3.1 Design	3.1.1 Fit for purpose

QA 7 Governance and Leadership	7.1 Governance	7.1.2 Management system 7.1.3 Roles and responsibilities
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## Activity Centres Inc. Policies and Procedures

Building and Premises	Physical Environment
Child Safe Environment	Responsible Person
Equipment and Maintenance of Equipment	Sleep and Rest for Children
Excursion	Storage
Hazardous Material	Supervision
Hygiene and Cleaning	Toileting and Nappy Change
Excursion	Vacation Care

## My Time, Our Place

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> <li>Children feel safe, secure and supported</li> </ul>
<u>Learning Outcome 5</u> Children are effective communicators	<ul style="list-style-type: none"> <li>Children interact verbally and non-verbally with others for a range of purposes</li> </ul>

## Early Years Learning Framework

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> <li>Children feel safe, secure and supported</li> </ul>
<u>Learning Outcome 5</u> Children are effective communicators	<ul style="list-style-type: none"> <li>Children interact verbally and non-verbally with others for a range of purposes</li> </ul>

## Legislation

NSW Fair Trading	Work, Health and Safety Act 2011
Safe Work NSW	Work, Health and Safety Regulation 2017

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Policy is only endorsed if initialled by 2 members of the Management Committee  
 Endorsed by the Management Committee on the 28 February 2023

Laundry Policy is to be reviewed by 28 February 2028