



Bacchus Marsh
Grammar

ELC POLICY

Early Learning Centre Health, Hygiene and Cleaning Policy

Approved by the School Principal 2 December 2024

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Health, Hygiene and Cleaning Policy

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1 Purpose and Background

- 1.1.1 To set out how we maintain high standards of hygiene and cleanliness to reduce the risk of illness and promote the overall health and wellbeing of children, families, staff and visitors
- 1.1.2 This policy helps us comply with the requirements under the *Education and Care Services National Regulations* for: staff to implement adequate health and hygiene practices (s 77); staff and children to have access to hygiene facilities (s 106, 109); and for our premises, furniture, and equipment to be clean, and our spaces adequately ventilated (s 103, 110). It also helps us to comply with work health and safety legislation

2 Scope

- 2.1.1 This policy applies to:
 - ‘Staff’: the approved provider, paid workers, volunteers, work placement students, and third parties who carry out child-related work at our service (e.g., contractors, subcontractors, self-employed persons, employees of a labour hire company)
 - Children who are in our care, their parents, families and care providers
 - Visitors to our service who carry out child-related work, including allied health support workers
- 2.1.2 Food handling health and hygiene is covered in our [Food Safety Policy](#)

3 Definitions

- 3.1.1 The following definitions apply to this policy and related procedures:
 - ‘Disinfection’ kills germs that cause infectious diseases – especially on surfaces that have been in contact with body fluids
 - ‘Hygiene’ means practices to maintain health and prevent disease, particularly through cleanliness
 - ‘Parents’ includes guardians and persons who have parental responsibilities for the child under a decision or order of court
 - ‘Sanitising’ means reducing the number of germs to a safe level – usually performed after cleaning to remove visible contaminants and dirt
 - ‘Sterilisation’ kills all forms of germs (including spores and pathogens)
 - ‘Staff’ refers to paid employees, volunteers, students, and third parties who are covered in the scope of this policy

4 Policy Statement

Personal hygiene

- 4.1.1 The approved provider and nominated supervisor ensure that staff and children have the skills, information, resources, and equipment they need to maintain consistently high standards of personal hygiene

Hand hygiene

- 4.1.2 We promote regular hand hygiene for staff and children as an effective way to help prevent harmful germs being transferred from hands to other people and surfaces
- 4.1.3 Staff must follow our hand hygiene procedure (attached)
- 4.1.4 Educators model and teach children about good hand hygiene, and we have infographic posters in key locations (e.g., above sinks and wash basins, at the entrance to our service) reminding staff, children and visitors how and when to wash their hands
- 4.1.5 We have posters at the entrance reminding parents/carers to wash their child’s hands at drop off and pick up

Respiratory hygiene

- 4.1.6 We promote respiratory hygiene as an effective way to limit other people's exposure to germs via coughing, sneezing, mucus, and breath
- 4.1.7 Staff must follow our respiratory hygiene procedure (attached)
- 4.1.8 Educators model and teach children about good respiratory hygiene, and we display posters that remind everyone to cough and sneeze into their inner elbow or into a tissue, rather than into their hands

Gloves and masks

- 4.1.9 We encourage the use of gloves and masks in certain situations to prevent the transmission of germs, including infectious diseases
- 4.1.10 Gloves must be worn by staff when they are likely to come in contact with body fluids or chemicals
- 4.1.11 Staff must follow our gloves and masks procedure (attached) to ensure their correct use

Toileting hygiene and nappy changing

- 4.1.12 We have strict nappy and toileting hygiene practices to prevent the spread of germs through faeces and urine
- 4.1.13 Staff follow our nappy and toileting hygiene procedure (attached)

Dealing with wounds and body fluids

- 4.1.14 We have strict hygienic practices to deal with wounds and spills of body fluids – urine, faeces, mucus, saliva, vomit, and blood– to minimise the risk of contamination
- 4.1.15 Staff must follow our body fluids spills procedure (attached)

Contact with animals

- 4.1.16 To minimise health risks, we implement good hygiene practices where children and staff have contact with animals we keep at the service or during activities that involve animals (e.g., excursions to farms or zoos, animal displays, or incursions)
- 4.1.17 Staff must follow our animal hygiene procedure (in our Animal and Pet Policy)

Dental/oral hygiene for children

- 4.1.18 Educators incorporate oral/dental hygiene education in daily routines to promote good dental health among children and staff. They emphasise the importance of brushing teeth and gums, eating a wide variety of healthy foods, limiting sugary drinks and food, and having regular check-ups with a dentist
- 4.1.19 Children are encouraged to drink water throughout the day to stay hydrated and support dental health. They are also encouraged to rinse their mouth with water to remove food debris, under staff supervision
- 4.1.20 Educators clean babies' gums with a damp cloth to remove plaque and milk after feeding
- 4.1.21 Our curriculum includes an oral health education program and educators regularly arrange dental health workshops where children, families and staff can learn about keeping their teeth and gums healthy. We also share information about dental health with families via our usual communication channels
- 4.1.22 Educators act as positive role models by demonstrating and encouraging good dental hygiene and healthy eating practices for children and families
- 4.1.23 If a dental health problem arises – such as gum swelling, mouth infections, injury, pain or discomfort – we notify the child's parent in line with our procedures. Educators have first aid training to manage dental injuries

Ventilation and air filtration

- 4.1.24 Indoor spaces are kept well-ventilated for the safety and wellbeing of children (Regulations s 110), staff and visitors



- 4.1.25 Staff understand that ventilation (open windows, doors, outdoor spaces, air conditioners that bring outdoor air to indoor spaces) and filtration of air (e.g., HEPA filters, in HVAC systems) are easy and effective ways to reduce the spread of infectious diseases and exposure to pollutants
- 4.1.26 Ventilation and filtration of indoor air is included in our WHS risk assessment(s). We identify spaces, times or activities that pose a greater risk to health (e.g., poorly ventilated rooms, areas such as rest/sleep rooms, in colder months when our outdoor activities are limited, times when many children and staff are in the same space)
- 4.1.27 Staff follow our ventilation and air filtration procedure (attached)

Cleaning

- 4.1.28 We have detailed daily, weekly and periodic cleaning routines and use checklists to ensure consistency and compliance with our practices
- 4.1.29 Staff must follow our cleaning procedures (attached), which cover how and when to clean the various surfaces and items at our service, and the safe use and storage of cleaning products
- 4.1.30 We train and monitor staff to ensure that cleaning products are used according to the manufacturer's instructions and that cleaning products are stored securely
- 4.1.31 We use non-toxic and environmentally-friendly cleaning products where possible. If we have to use a chemical that is hazardous, we take steps to minimise or eliminate children's exposure
- 4.1.32 If there is an accidental spill of a hazardous chemical substance at the service (e.g., a cleaning product), staff must follow our chemical spills procedure (attached)
- 4.1.33 If there is an infectious disease outbreak at the service, the nominated supervisor or approved provider will ask our local public health unit about extra cleaning measures we should take during the outbreak

Food safety

- 4.1.34 We have strict food handling procedures to reduce the risk of contamination and illness
- 4.1.35 Staff must follow our food safety procedures (in our Food Safety Policy), which comply with the Australian New Zealand Food Safety Standards

Hygienic waste management

- 4.1.36 We follow responsible waste management practices to ensure health and hygiene at the service
- 4.1.37 Staff must follow our waste management hygiene procedure (attached)

Pest control

- 4.1.38 We implement effective pest control measures to ensure the health of children, families, staff and visitors
- 4.1.39 Staff must follow our pest control procedure (attached)
- 4.1.40 We only use licenced pest control services that use child and environmentally safe methods

Record keeping

- 4.1.41 We maintain daily logs for all cleaning and sanitisation activities, which are signed, dated and reviewed by the responsible staff member
- 4.1.42 Any health or hygiene related incidents are documented according to the relevant procedure
- 4.1.43 Pest control measures are recorded with the date, location and type of treatment used
- 4.1.44 We keep a register and safety data sheets for all hazardous chemicals we use or store with the following information: where the chemicals are stored, what they are used for, any associated risks, and first aid instructions

5 Principles

- 5.1.1 We maintain a hygienic, clean and organised environment that supports the safety, health and wellbeing of children, families, staff and visitors

- 5.1.2 Our policies and procedures are consistent and systematic, and based on the latest guidelines and recommendations from health authorities. We comply with the relevant laws, regulations, and standards
- 5.1.3 Staff are trained and resourced to implement our practices and role model good hygiene practices
- 5.1.4 Children are helped to take increasing responsibility for their health and physical wellbeing. Infection control awareness, hygiene and protective practices are included in our education programming and planning

6 Policy Communication, Training and Monitoring

- 6.1.1 This policy and related documents can be found in our Policy Folder and OneDrive Policy folder
- 6.1.2 The approved provider and nominated supervisor provide information, training and other resources and support regarding the Health, Hygiene and Cleaning Policy and related documents
- 6.1.3 All staff (including volunteers and students) are formally inducted. They are access to, review, understand and formally acknowledge this Health, Hygiene and Cleaning Policy and related documents
- 6.1.4 The nominated supervisor runs a professional development program for each staff member, which covers this policy
- 6.1.5 Roles and responsibilities are clearly defined in this policy and in individual position descriptions. They are communicated during staff inductions and in ongoing training
- 6.1.6 The approved provider and nominated supervisor monitor and audit staff practices e.g. through spot checks, performance reviews, supervision sessions, compliance visits from operations managers, spot checks from area managers, regular performance appraisal) and address non-compliance. Breaches to this policy are taken seriously and may result in disciplinary action against a staff member
- 6.1.7 At enrolment, families are given access to our Health, Hygiene and Cleaning Policy and related documents
- 6.1.8 Families are notified in line with our obligations under the National Regulations when changes are made to our policies and procedures

7 Legislation Overview

7.1 Education and Care Services National Law and Regulations

Law	Description
s 167	Offence relating to protection of children from harm and hazards
S 174	Offence to fail to notify certain information to Regulatory Authority
Regulations	
s 77	Health, hygiene and safe food practices
s 85	Incidents, injury, trauma and illness policies and procedures
s 86	Notification to parents of incident, injury, trauma and illness
s 87	Incident, injury, trauma and illness record
s 88	Infectious diseases
s 103	Premises, furniture and equipment to be safe, clean and in good repair
s 106	Laundry and hygiene facilities
s 109	Toilet and hygiene facilities
s 110	Ventilation and natural light
s 168	Education and care services must have policies and procedures

s 170	Policies and procedures to be followed
s 171	Policies and procedures to be kept available
s 172	Notification of change to policies or procedures
s 175	Prescribed information to be notified to Regulatory Authority
s 176	Time to notify certain information to the Regulatory Authority

7.2 Other Applicable Laws and Regulations

Act / Regulation	Description
<i>Work Health and Safety Act 2011</i>	Describes the primary duty of care to people in the workplace
<i>Australia New Zealand Food Standards Code</i>	Covers food safety requirements
<i>State/territory health legislation</i>	Laws and regulations covering infectious disease management

7.3 National Quality Standard

Standard	Concept	Description
2.1	Health	Each child’s health and physical activity is supported and promoted
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented
3.1	Design	The design of the facilities is appropriate for the operation of a service
3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical
4.2.2	Professional standards	Professional standards guide practice, interactions and relationships
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing
7.1	Governance	Governance supports the operation of a quality service
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service

7.4 Early Years Learning Framework (EYLF) V2.0 / Victorian Early Years Learning and Development

EYLF Outcome	Key Component
3: CHILDREN HAVE A STRONG SENSE OF WELLBEING	<ul style="list-style-type: none"> • Children become strong in their social, emotional and mental wellbeing • Children become strong in their physical learning and wellbeing • Children are aware of and develop strategies to support their own mental and physical health and personal safety

7.5 National Principles for Child Safe Organisations

Most relevant principles
Child safety and wellbeing is embedded in organisational leadership, governance and culture

8 Related Documents

8.1 Key Policies

Child Safe Environment Policy | Animal and Pet Policy | Incident, Injury, Trauma and Illness Policy | Physical Environment Policy | Dealing with Infectious Diseases Policies | Work Health and Safety Policy | Food Safety Policy | Sand Pit Policy | Head Lice Policy

8.2 Procedures

Roles and Responsibilities – Health, Hygiene and Cleaning (attached) | Cleaning, Health and Hygiene Procedures (attached) | Dealing with Infectious Diseases Procedures (in Dealing with Infectious Diseases Policy) | Food Safety Procedures (Food Safety Policy)

9 Sources

Education and Care Services National Law and Regulations | National Quality Standard | NHMRC's Staying Healthy - Preventing Infectious Diseases in Early Childhood Education and Care Services 6th edition | Australian Government Department of Health (StartingBlocks.gov.au) and state/territory guidelines for health and hygiene in childcare | World Health Organisation hygiene guidelines

10 Authorisation

ELC Document Name	Health, Hygiene and Cleaning Policy	
Name of Reviewer: Approved Provider	Principal Andrew Neal	Signature:
Name of Reviewer: Nominated Supervisor	Kerry Osborn	Signature:
Date Revised	<p>December 2024</p> <p>Reviewed annually and when there are changes that may affect this policy or related procedures. The review will include checks to ensure the document reflects current legislation, continues to be effective, or whether any changes and additional training are required</p>	

11 History

Date	Amendment
December 2024	1. New policy

12 Appendix A: Roles and Responsibilities – Health, Hygiene and Cleaning

Approved provider responsibilities (not limited to)

Ensure our service meets its obligations under the *Education and Care Services National Law and Regulations*, including to:

- Take every reasonable precaution to protect children from harm and hazards likely to cause injury
- Ensure that staff implement effective health and hygiene practices
- Ensure our premises, furniture and equipment are safe, clean and well-maintained
- Ensure that the environment is hygienic and comfortable (not limited to being well ventilated and free from cigarette/tobacco smoke, with adequate natural light, and appropriately heated/cooled)
- Ensure that our service continues to have adequate and appropriate laundry and hygiene facilities for dealing with soiled clothing and linen, including storage facilities. Ensure that these facilities are maintained in a way that does not pose a risk to children
- Ensure that our service continues to have adequate, developmentally and age-appropriate toilet, washing and drying facilities are provided for use by children being educated and cared for by the service, and that the location and design of the toilet, washing and drying facilities enable safe use and convenient access by the children
- Ensure that our service continues to have adequate and appropriate hygienic facilities for nappy changing and hand cleaning facilities for adults in the immediate vicinity of the nappy change area

Ensure that our service's management, operations, policies, plans, (including risk management/action plans), systems, practices and procedures for cleaning, health and hygiene are appropriate in practice, up-to-date, best practice, and comply with all relevant legislation, standards and guidelines

Ensure this Health, Hygiene and Cleaning Policy and related procedures are in place and available for inspection

Take reasonable steps to ensure our Health, Hygiene and Cleaning Policy and related procedures are followed (e.g. through clear and accessible communication, and systemised inductions, training and monitoring of all staff – including volunteers, students)

Ensure that our service always has an ample supply of appropriate cleaning products and equipment (and that, where possible, cleaning products are non-toxic and environmentally friendly)

Ensure that staff are using and storing cleaning equipment appropriately and safely and that safety data sheets are kept for all hazardous chemicals

Ensure we make and store records concerning cleaning, hygiene and pest control measures according to our policies and obligations

Regularly review this Health, Hygiene and Cleaning Policy and related procedures in consultation with children, families, communities and staff

Notify families at least 14 days before changing this Health, Hygiene and Cleaning Policy if the changes will: affect the fees charged or the way they are collected; or significantly impact the service's education and care of children; or significantly impact the family's ability to utilise the service

Nominated supervisor / persons in day-to-day charge responsibilities (not limited to)

Ensure our service meets its obligations under the *Education and Care Services National Law and Regulations*, including to:

- Take every reasonable precaution to protect children from harm and hazards likely to cause injury
- Implement, and ensure that other staff implement, effective health and hygiene practices

Support the approved provider to:

- Ensure that our premises, furniture and equipment are safe, clean and well-maintained
- Ensure that spaces are hygienic and comfortable (not limited to being well ventilated and free from cigarette/tobacco smoke, with adequate natural light, and appropriately heated/cooled)
- Maintain our toileting/laundry/hygiene/nappy change facilities in a way that does not pose a risk to children

Support the approved provider to ensure that our service's management, operations, policies, plans, (including risk management/action plans), systems, practices and procedures for cleaning, health and hygiene are appropriate in practice, up-to-date, best practice, and comply with all relevant legislation, standards and guidelines

Implement this Health, Hygiene and Cleaning Policy and related procedures

Take reasonable steps to ensure our Health, Hygiene and Cleaning Policy and related procedures are followed (e.g. through clear and accessible communication, and systemised inductions, training and monitoring of all staff – including volunteers, students)

Monitor and maintain oversight of our service's cleaning and hygiene protocols and schedules. Ensure that staff make and store records concerning cleaning, hygiene and pest control measures according to our policies and obligations

Ensure our service always has a supply of appropriate cleaning products and equipment (and that, where possible, cleaning products are non-toxic and environmentally friendly)

Ensure that staff are using and storing cleaning equipment appropriately and safely, and that safety data sheets are kept for all hazardous chemicals

Contribute to policies and procedure reviews and risk assessments and plans in consultation with children, families, communities and staff. Support the approved provider to notify families of reviews and changes according to legislation and our policies and procedures

Educator / other staff responsibilities (not limited to)

Follow this [Health, Hygiene and Cleaning Policy](#) and related procedures (including those aimed at reducing the spread of infectious diseases)

Model, and teach children about, good personal hygiene practices

Record any hygiene and cleaning activities in our logs

Record and report any health or hygiene hazards, incidents or breaches according to the relevant procedure

Carry out day-to-day routine hygiene, cleaning and tidying according to our procedures (e.g., tidying up inside and outdoors, and cleaning and disinfecting high traffic areas, toys, equipment, and high-contact surfaces, nappy changing areas, bathrooms, spills)

Use cleaning products according to the manufacturer's instructions and store securely. Prioritise the safety of children while using any hazardous chemical

Contribute to policy and procedure reviews and risk assessments and plans, and participate in training and professional development opportunities on health and infection control

Families responsibilities (not limited to)

Model good hand and respiratory hygiene to your child, and help them to wash/sanitise their hands when they enter or leave our service

13 Appendix B: Health, Hygiene and Cleaning Procedures

Introduction

- These procedures apply to our [Health, Hygiene and Cleaning Policy](#) and [Dealing with Infectious Diseases Policy](#)
- Food safety procedures (including cleaning food handling areas and equipment) are covered in our [Food Safety Policy](#)
- ‘Parents’ includes guardians and persons who have parental responsibilities for the child under a decision or order of court
- ‘Staff’ refers to paid employees, volunteers, students, and third parties who are covered in the scope of the related policy

Attachments

- Appendix C – [Hand Hygiene Procedure](#)
- Appendix D – [Respiratory Hygiene Procedure](#)
- Appendix E – [Gloves and Masks Procedure](#)
- Appendix F – [Body Fluid Spills Procedure](#)
- Appendix G – [Nappy Changing Hygiene Procedure](#)
- Appendix H – [Toileting Hygiene Procedure](#)
- Appendix I – [Ventilation and Air Filtration Procedure](#)
- Appendix J – [Cleaning Procedures](#)
- Appendix K – [Chemical Spills Procedure](#)
- Appendix L – [Waste Management Procedure](#)
- Appendix M – [Pest Control Procedure](#)

14 Appendix C: Procedure – Hand Hygiene

When to use this procedure

- Regularly throughout the day
- At the other times mentioned in this procedure

WASH HANDS BEFORE...	WASH HANDS AFTER...
Leaving the service	Arriving at the service
Helping children with toileting	Using the toilet or helping children with toileting
Changing nappies	Changing nappies
Cleaning the nappy change area	Cleaning the nappy change area
Handling food or drinks, including serving food to children or bottle-feeding babies	Handling food or drinks, and immediately after handling raw meat, raw poultry or raw eggs
Eating or drinking	Eating or drinking
Putting on disposable gloves or masks	Removing disposable gloves or masks
Handling animals	Handling animals
Administering medication or first aid (if giving medication to more than one child, wash in between)	Administering medication or first aid
Any activities that require close contact with children (e.g., applying sunscreen, providing treatment or care for a sick child)	Providing treatment or care for a sick child
	Coughing, sneezing, blowing your nose
	After wiping a child’s nose
	Handling or disposing of waste
	Cleaning or handling any chemicals
	Playing or supervising children outdoors
	Contact with bodily fluids (e.g., mucus, blood, vomit, saliva) or soiled clothing

Wash hands using proper technique

1. Wet hands with clean, running water (warm is recommended), and apply soap. (Note, antibacterial soap is not recommended)
2. Lather hands by rubbing them together with the soap. Ensure that all areas are covered, including:
 - The back of the hands
 - Between the fingers
 - Under the fingernails
 - Under any jewellery
3. Scrub hands for at least 20 seconds (sing the “Happy Birthday” song twice for timing)

4. Rinse hands thoroughly under running water, ensuring all soap is removed
5. Dry hands using a clean, disposable paper towel or air dryer. If possible, use a paper towel to turn off the tap and open the door to avoid recontamination

Use hand sanitiser if necessary

1. Hand sanitiser can be used when soap and water are not available
2. Only use hand sanitiser that is at least 60% alcohol
3. Apply enough hand sanitiser to cover all surfaces of your hands
4. Rub your hands together, covering all areas including between fingers and under nails
5. Continue rubbing until hands are dry (about 20 seconds)
6. If hands are visibly dirty or greasy, hand sanitiser is not effective – use soap and water

Educators teach children hand hygiene

1. Ensure that children wash hands:
 - After they arrive at our service and before going home
 - Before and after eating or after handling food
 - After playing outside or in messy play
 - After using the toilet
 - After coughing, sneezing or blowing their noses
2. Teach children about the importance of hand hygiene in an engaging and simple way, using age-appropriate language and demonstrations
3. Reinforce proper hand washing techniques regularly, using songs, games, or visual aids to make learning fun and memorable for children

Keep handwashing facilities accessible and well-stocked

1. The approved provider and nominated supervisor ensure that:
 - Handwashing stations are accessible to adults and children
 - Soap and running water are always available
 - Paper towels or air dryers are provided for hand drying
 - Hand sanitiser stations are available where running water is not easily accessible or readily available
 - Visual aids (posters, infographics) are displayed near handwashing stations to remind children and staff of the right way and time to wash their hands

15 Appendix D: Procedure – Respiratory Hygiene

When to use this procedure

- Whenever you or a child is coughing or sneezing
- When you need to blow/wipe your nose or clean a child's nose
- At the other times mentioned in this procedure
- **If you suspect you, or a child, has an infectious disease – refer to our Dealing with Infectious Diseases Policy and Procedures**

Practice 'cough and sneeze etiquette'

1. Cough or sneeze into a tissue, or if a tissue is not available, into your inner elbow
2. Avoid using your hands because they can transfer germs to other surfaces
3. Avoid using handkerchiefs as these can harbour germs
4. Move/turn away from other people while you are coughing or sneezing
5. Try not to touch your eyes, nose and mouth with your hands
6. Immediately dispose of used tissues into a hands-free/pedal-operated bin to prevent contamination
7. Wash hands with soap and water or hand sanitiser (if soap and water aren't accessible)

Clean young children's noses hygienically

1. Use disposable tissues or wipes to clean a child's nose
2. Use a fresh tissue for each wipe and avoid cross-contamination between nostrils
3. Dispose of tissues immediately in a hands-free or pedal-operated bin
4. If gloves are worn, remove and dispose of them
5. After cleaning a child's nose, wash hands thoroughly

Teach children respiratory hygiene

1. Teach children about the importance of respiratory hygiene in an engaging and simple way, using age-appropriate language and demonstrations
2. Reinforce proper coughing, sneezing, and handwashing techniques regularly, using songs, games, or visual aids to make learning fun and memorable for children
3. Role-play scenarios where children practice coughing or sneezing into their elbow or using tissues, and guide them on how to properly wash their hands afterward

Clean and disinfect surfaces

1. Regularly clean and disinfect surfaces that may be contaminated with respiratory droplets, such as tables, toys, and door handles

Provide adequate resources and ventilation

1. The approved provider and nominated supervisor ensure:
 - Tissues, wipes, soap and sanitiser are available throughout the service to encourage regular use
 - Plastic lined lidded pedal waste bins are available in all rooms
 - Good ventilation in indoor areas – staff should open windows and doors where possible to allow fresh air circulation
 - That visual aids (posters, infographics) are displayed to remind children, families, staff and visitors of ‘cough and sneeze’ etiquette

16 Appendix E: Procedure – Gloves and Masks

When to use this procedure

- When changing a nappy or helping a child with toileting
- When handling bodily fluids (e.g., blood, vomit, urine, faeces, saliva or mucus)
- When cleaning surfaces or objects that are contaminated with bodily fluids or germs
- When administering first aid, especially if there is a risk of contact with blood or open wounds
- When handling food if you have a wound on your hand (note, the wound should be covered by a wound strip or bandage first)
- When providing care for a child who has symptoms of a respiratory illness
- When performing cleaning tasks in poorly ventilated areas where airborne contaminants or fumes may be present
- When health authorities require the use of gloves and/or masks (e.g., during infectious disease outbreaks) or to protect yourself and others from the spread of infectious diseases

Use gloves properly

1. Wash and dry hands completely
2. Select the correct type of glove: disposable gloves for body fluids; utility (reusable) gloves for general cleaning and preparing bleach solutions (check they are in good condition)
3. Choose the correct size of glove. They should be a snug, but comfortable fit
4. Avoid touching the outside of the gloves once they are on
5. Avoid touching your face, eyes or other exposed areas
6. If a glove becomes damaged or soiled, remove immediately and replace with a new pair
7. To remove:
 - Pinch the outside of one glove near the wrist and peel it away from the hand, turning the glove inside out
 - Hold the removed glove in the other gloved hand, then slide the fingers of the ungloved hand under the wrist of the remaining glove and peel it off, enclosing the first glove inside
8. Dispose of disposable gloves in a lined, covered pedal bin
9. Clean utility (reusable) gloves according to manufacturer's instructions. Hang them up to dry after use, preferably outside
10. Wash hands immediately after removing gloves

Use masks properly

1. Wash and dry hands thoroughly



2. Ensure the mask covers both the nose and mouth. Secure it snugly under the chin and fit it comfortably against the sides of your face
3. If the mask has ties, secure the top ties first, then the bottom ties. For masks with ear loops, simply place the loops around your ears
4. Avoid touching the mask once it is in place
5. If the mask becomes damp or soiled, replace it with a clean one
6. Do not pull the mask down to speak, eat, or drink unless you are away from others
7. To remove: avoid touching the front of the mask – use the ear loops or ties instead
8. Dispose of the mask in a lined, covered pedal bin

Provide adequate resources and supplies

1. The approved provider and nominated supervisor ensure that:
 - Nitrile gloves (not latex or vinyl), utility (reusable) gloves and masks are available for staff, especially in the areas they are needed most and in our cleaning kits
 - P2/KN95 and surgical masks are available for staff, including in our cleaning kits
 - Handwashing stations with soap and water are available and accessible (and provide hand sanitiser where it is difficult to use soap and water)
 - Visual aids (posters, infographics) are displayed to remind staff of the right way and time to wear gloves and masks

17 Appendix F: Procedure – Body Fluid Spills

When to use this procedure

- If there is an accidental leak/spill of bodily fluid at the service (e.g., onto floors, tables, chairs, toys, toilets, beds, clothes, children's bodies)
- These fluids can include blood, urine, faeces, vomit, saliva, mucus, breast milk - all potential sources of infection

Spill kit

Staff should use our spill kit to immediately clean up any body fluid spills. The nominated supervisor or another designated staff member must check the kit regularly to ensure it contains the following items:

- Disposable gloves and utility (reusable) gloves
- Paper towels
- Disposable cloths and/or sponges
- Detergent
- Disposable scraper and pan for scooping solid materials
- Bleach solution, prepared daily according to manufacturer's instructions with any unused solution discarded after 24 hours

Immediately clean up body fluid spills (e.g., blood, faeces, vomit, urine, mucus, saliva, breastmilk)

1. Put on disposable gloves - always wear gloves when handling any blood spill to avoid direct contact with bodily fluids (see attached [Gloves and Masks Procedure](#))
2. Absorb the spill
 - For small liquid spills or spots: Use a damp cloth, tissue, or paper towel to absorb the liquid or wipe up the area immediately
 - For large liquid spills: Place paper towels over the spill to absorb the liquid. For large blood spills, use an absorbent agent (e.g., sand) and allow the blood to be fully absorbed
 - For solid matter (e.g. faeces or vomit), use paper towels or a disposable scraper and pan to carefully scoop up the solid matter, and place it into a plastic bag before absorbing any remaining liquid with paper towels
3. Dispose of materials
 - Place the used paper towels, solid matter, and absorbent materials into a plastic bag. Seal the bag and dispose of it in the rubbish bin
 - Dispose of the scraper and pan in the rubbish bin along with the other materials after cleaning up solid matter

- Remove gloves carefully, avoiding contact with the outer surface, and dispose of them in the rubbish bin (see [Gloves and Masks Procedure](#))
4. Wash your hands thoroughly with soap and water after cleaning the spill, even if gloves were worn
 5. Clean the area
 - Put on clean utility gloves
 - Clean the affected area thoroughly with warm water and detergent, using a disposable cloth or sponge
 - For larger spills, a mop can be used. Ensure the mop is cleaned or disposed of after use
 6. Disinfect the affected surface
 - Disinfect the area with a diluted bleach solution if the spill is blood or known or suspected to be infectious (e.g., diarrhoea, vomit from gastroenteritis)
 - Ensure the bleach solution remains on the surface for at least 10 minutes
 7. Allow to air dry or use clean paper towels to dry
 8. Remove utility gloves
 9. Wash hands thoroughly with soap and water after cleaning the spill, even if gloves were worn

18 Appendix G: Procedure – Nappy Change Hygiene

When to use this procedure

- When you are changing a child's nappy
- When you are collecting nappy waste and emptying nappy bins
- **Note: we have strict rules in place to ensure child safety and wellbeing during nappy changing, including requirements for supervision and restrictions on who is permitted to change nappies at our service. Refer to our [Child Safe Environment Policy](#)**

Prepare to change the nappy

1. Check you have:
 - Fresh nappies
 - Wipes
 - Nappy bag
 - Baby cream labelled with the child's name (if applicable)
 - Gloves
 - Plastic bags for soiled clothes
 - Clean clothes
 - Designated nappy bin that is sealed, pedal-operated and lined with plastic
2. Wash and dry your hands thoroughly
3. Put disposable gloves on both hands
4. Cover the change table with disposable paper liner
5. Help the child onto the change table. If there are faeces on the child's body or clothes, hold the child away from your body to prevent contact

Change the nappy

1. Unfasten the nappy
2. Clean and dry the child using disposable wipes, wiping the bottom from front to back to minimise the risk of infection
3. Place the dirty wipes in the disposable nappy and seal in a plastic nappy bag. Place bag in the designated nappy
4. Put soiled or wet clothes into a sealed plastic bag and then into a separate sealed container (not the child's bag) for collection by the child's parent at the end of the day
5. Remove the disposable paper from the change table and place in the designated bin
6. Remove your gloves and dispose of them



7. If the child needs nappy cream, wash and dry your hands again and put on a new pair of gloves. Apply the cream. Remove the gloves and dispose of them
8. Place a clean nappy onto the child
9. Dress the child
10. Wash and dry your hands before taking the child out of the nappy change area (note, usually you would wash your hands straight after removing gloves, but it is more important not to leave a child unattended on the nappy change table)

Clean up afterwards

1. After every nappy change and at the end of each day, clean the nappy change surface according to our cleaning procedure for nappy change areas
2. If body fluids have touched the surface: clean and disinfect
3. Wear utility gloves for cleaning
4. Wash and dry your hands

Waste management for disposable nappies

1. Do not overfill bins – tie off the lining bag when it is about $\frac{3}{4}$ full and put it into the main waste bin
2. Empty all nappy bins during the day and at the end of the day according to our waste management schedule
3. Wear disposable gloves when collecting waste and emptying bins
4. Remove gloves and wash and dry hands thoroughly

Provide nappy changing hygiene resources, facilities and supplies

1. The approved provider/nominated supervisor ensure that:
 - Staff have all the equipment and products they need to maintain hygiene for nappy changing, including sealed containers for storing soiled laundry
 - Handwashing stations with soap and water are available and accessible (and hand sanitiser is provided where it is difficult to use soap and water)
 - Instructions and visual aids (posters, infographics) are displayed in the nappy changing areas to remind staff of nappy changing hygiene

Staff can access laundry facilities at the service

19 Appendix H: Procedure – Toileting Hygiene

When to use this procedure

- When you are helping children to use the toilet
- If a child has soiled or wet their clothing
- **Note: we have strict rules in place to ensure child safety and wellbeing during children’s toileting, including requirements for supervision and restrictions on who is permitted to help children with toileting at our service. Refer to our [Child Safe Environment Policy](#)**

Help children who are learning to use the toilet

1. For children who are learning to use the toilet, educators:
 - Help the child use the toilet
 - Do not use potty chairs because they can spread more germs
 - Encourage children to wipe front to back. This is especially important for girls who can easily get urinary tract infections from the bacteria in the bowel
 - After they have finished using the toilet, help children to wash and dry their hands
 - Supervise older children while they wash their hands, encouraging them to follow our hand hygiene procedure
2. Wash and dry hands after helping children

Clean up a child who has soiled or wet their clothing

1. Ask parents to supply a spare change of clothes every day for their child
2. Wash and dry hands, put on disposable gloves
3. Take the child to the bathroom
4. Remove any wet or soiled clothing and place into a plastic bag. Seal the bag and place it into a separate sealed container (not the child’s bag) for collection by the child’s parent at the end of the day
5. Clean and dry the child with disposable wipes, and wash their hands with soap and water
6. Dispose of wipes in a plastic bag and place it into our designated bin that is sealed, pedal-operated and lined with plastic
7. Remove gloves and dispose of them
8. Wash and dry hands thoroughly
9. Dress the child and let them go back to their activities
10. Clean up any body fluid spills on surfaces or items according to our procedure

Provide toileting hygiene resources, facilities and supplies

1. The approved provider and nominated supervisor ensure that:
 - Staff have all the equipment and products they need to maintain hygiene for toileting, including sealed containers for storing soiled laundry
 - Handwashing stations with soap and water are available and accessible (and provide hand sanitiser is provided where it is difficult to use soap and water)
 - Visual aids (posters, infographics) are displayed in bathrooms to remind children and staff to wash and dry their hands after toileting
 - Staff can access laundry facilities at the service

20 Appendix I: Procedure – Ventilation and Air Filtration

When to use this procedure

- Routinely throughout the day
- When there are high levels of infectious diseases in the community
- When air quality is poor (e.g., during bush fires)

Ensure that rooms and indoor areas are well-ventilated throughout the day

1. Where possible and safe to do so, open windows and doors as much as you can to allow fresh air circulation
2. Use ceiling fans or exhaust fans to increase air movement and prevent stagnant air
3. Keep indoor air fresh and avoid relying too much on air conditioning systems that don't have proper filtration
4. Increase ventilation in areas where children and staff spend the most time (e.g., playrooms, sleeping and rest areas, and bathrooms)
5. Air out rooms while they are not in use

Use air filtration systems

1. Where possible, use air purifiers with HEPA filters to reduce airborne particles and contaminants, especially during periods of illness, high pollution, or low air quality
2. Regularly check and replace filters in air conditioning units and purifiers following the manufacturer's instructions, to maintain their effectiveness in filtering out dust, pollen, and other pollutants
3. When air conditioning is in use, keep windows and doors closed to stop unfiltered outdoor air from entering, especially if air quality is poor

Use outdoor spaces and minimise time in poorly ventilated spaces as much as possible

1. Use outdoor spaces as much as possible - especially for activities that have a higher chance of transmitting diseases (e.g., singing, sports)
2. Avoid using rooms that can't be ventilated
3. Reduce the number of people in small, enclosed spaces that are poorly ventilated
4. Encourage smaller groups playing together and limit the number of indoor, whole-of-group activities
5. Space out activity stations as much as possible
6. Stagger mealtimes and indoor play
7. Reduce mixing between different ages/room groups to keep infectious diseases contained

Monitor and make adjustments based on air quality

1. Regularly monitor air quality levels using local air quality indexes (AQI) or environmental health resources
2. Make adjustments based on current air quality:

- For good air quality, use natural ventilation (open windows and doors), if it is possible and safe to do so
- For moderate to poor air quality, use filtered ventilation systems and avoid introducing unfiltered outdoor air into indoor spaces
- For very poor air quality or bushfire conditions, close windows and doors and rely solely on air filtration. Avoid outdoor activities until conditions improve

Take extra measures when air quality is low (e.g., bushfires, smoke haze, pollution)

1. Monitor air quality reports via local authorities or environmental agencies. Follow their advice
2. Keep windows and doors closed and rely on air conditioning or air purifiers. Keep air conditioning or filtration systems working overnight if necessary
3. Postpone outdoor activities. Move play and rest activities indoors until air quality improves
4. Staff and children should practise enhanced hygiene during these periods because smoke and pollutants can irritate eyes and respiratory systems. Encourage regular hand washing and face wiping
5. Monitor children with asthma or other medical conditions that may be exacerbated by poor air quality. Follow any medical management plans (see our [Dealing with Medical Conditions Policy](#)). Some staff members may need to wear masks if they have medical condition that is exacerbated by low air quality
6. Educators should communicate with parents and, if air quality remains low for extended periods, advise them of the steps we are taking to protect their children's health

21 Appendix J: Procedure – Cleaning

When to use this procedure

- Routinely throughout the day
- On a daily, weekly and periodic basis
- When equipment, surfaces, furniture, rooms, outside areas, children’s toys and books are visibly dirty
- When there are high levels of infectious diseases in the community
- When using and storing cleaning products or equipment

Safe use and storage of cleaning products and equipment

Prioritise safety when purchasing cleaning products and equipment

1. Choose the least hazardous cleaning product and equipment where possible
2. Only buy products that have child resistant lids or caps
3. Make sure hazardous chemicals come with a safety data sheet
4. Record details of hazardous chemicals on our ‘hazardous chemicals register’

Always read the labels and follow instructions

1. Always read the labels on cleaning products and follow the manufacturer’s instructions for the proper use and dilution ratios
2. Ensure cleaning products are suitable for the intended surface or area (e.g., disinfectants for bathrooms, food-safe cleaners for kitchens)
3. Never mix different cleaning products as this can create harmful fumes or reactions
4. The nominated supervisor or approved provider must ensure that staff can access the relevant [Safety data sheets](#) for all hazardous chemicals we use or store

Use cleaning products safely

1. When handling strong cleaning agents, wear appropriate PPE such as utility gloves, masks, and aprons, if necessary
2. Remove PPE safely, and thoroughly wash and dry hands after using cleaning products
3. Always clean in well-ventilated areas to avoid inhaling fumes
4. Open windows or use fans to allow fresh air to circulate when using strong cleaning products
5. Wear a mask in areas that can’t be ventilated well

Avoid using cleaning products around children

1. Cleaning should be done outside of children’s play and rest areas whenever possible

2. When cleaning is necessary in areas children use, restrict children's access to those areas until cleaning is complete and surfaces are dry

Store cleaning products securely

1. Store all cleaning products according to the manufacturer's instructions
2. Store dangerous cleaning products securely in a locked cabinet or room. Put a sign up on the cabinet or room door so that others know dangerous products are stored there
3. Lock any particularly dangerous chemicals in a locked facility external to the main building of the service, separate from children's play or outdoor environments. The facility must have a bonded floor, be inaccessible to children and be clearly labelled as storing dangerous substances
4. Do not store cleaning products near food preparation or storage areas or where children have access (e.g., classrooms, play areas)
5. Make sure that the child safety lids or caps are on securely after use

Keep products in original containers

1. Always keep cleaning products in their original containers with their labels intact
2. Never transfer cleaning products into food or drink containers, even temporarily
3. Dispose of any cleaning product that is not stored in its original container or that cannot be used safely because its container or label is damaged

Check expiry dates and dispose of properly

1. Regularly check cleaning products for expiry dates and dispose of any expired products
2. Dispose of cleaning products following our local waste disposal guidelines, particularly for hazardous or chemical-based products

Use equipment safely

1. Regularly inspect cleaning equipment (e.g., utility gloves, sponges, brushes, mops, brooms, vacuum cleaners) to ensure they are in good condition and safe to use
2. Repair or replace damaged equipment to avoid injury or contamination
3. Clean and maintain equipment according to manufacturer's manual (e.g., clean vacuum cleaner filters, wash and air-dry utility gloves after use, tag testing of electrical equipment used in cleaning)
4. Ensure equipment such as vacuum cords and mop handles do not pose a tripping hazard while in use
5. Don't overload/overfill cleaning equipment (e.g., using too much liquid in a mop bucket)
6. Use equipment according to manufacturer's instructions
7. Use colour-coded sponges and gloves for each room or surface (e.g., pink for kitchen, yellow for bathroom, green for floors) to prevent cross-contamination
8. Empty buckets and containers of water immediately after using
9. Rinse and dry mops, buckets, and other equipment before storage to prevent mould and bacterial growth

Store cleaning equipment safely and securely



1. Store cleaning equipment in the designated cleaning cupboard or storage area, which is inaccessible to children
2. Lock any particularly dangerous chemicals in
3. Store dangerous equipment - e.g., tools with sharp edges or razors, heavy tools - securely in a locked cabinet or room. Put a sign up on the cabinet or room door so that others know dangerous equipment is stored there
4. Store very dangerous equipment in a locked facility external to the main building of the service, separate from children’s play or outdoor environments. The facility must have a bonded floor, be inaccessible to children and be clearly labelled as storing dangerous equipment
5. Ensure that items such as mops and buckets are placed in a manner that will not allow them to fall or cause harm

Manage spills and accidents

1. In the event of a spill, clean it up immediately and use appropriate signage (e.g., “Wet Floor”) to prevent accidents
2. If any cleaning product is ingested, inhaled, or comes into contact with skin, follow first aid procedures and contact poison control or seek medical attention as needed
3. Follow our [Chemical Spills Procedure](#)

Seek medical advice where necessary

1. If someone has accidentally ingested, inhaled or had skin or eye contact with a chemical, you may need to:
 - Call 000 in an emergency
 - Provide first aid according to our procedures in our [Incident, Injury, Trauma and Illness Policy](#)
 - Seek medical advice by calling the Poisons Information Line on 131 126

Cleaning schedule

Educators are responsible for the following cleaning tasks:

SURFACE OR AREA	DAILY AND WHEN VISIBLY DIRTY	WEEKLY AND WHEN VISIBLY DIRTY	REGULARLY AND WHEN VISIBLY DIRTY OR OBVIOUSLY CONTAMINATED
Bathrooms and toilets	✓ Check bathroom throughout the day and clean up any spills		
Body fluid spills	✓ Clean up immediately		

SURFACE OR AREA	DAILY AND WHEN VISIBLY DIRTY	WEEKLY AND WHEN VISIBLY DIRTY	REGULARLY AND WHEN VISIBLY DIRTY OR OBVIOUSLY CONTAMINATED
	following our Body Fluid Spills Procedure		
Carpets and mats	✓ When visible – staff Professional cleaners		
bedding	✓ If children do <u>not</u> use the same items every day	✓ If children do use the same items every day	
Crockery and cutlery	✓ Wash and dry after every use See Food Safety Policy		
Electronic devices e.g., tablets, phones, laptops	✓ Clean high-touch shared devices after use and at the end of each day. Clean immediately if device has been exposed to body fluids	✓ Clean devices that are used regularly but only by one person	
Floors	✓ When visible – staff Professional cleaners	✓	
General tidying up	✓		
Nappy change areas	✓ After each nappy change and at the end of each day		

SURFACE OR AREA	DAILY AND WHEN VISIBLY DIRTY	WEEKLY AND WHEN VISIBLY DIRTY	REGULARLY AND WHEN VISIBLY DIRTY OR OBVIOUSLY CONTAMINATED
Outdoor equipment and furniture			<p style="text-align: center;">✓</p> <p>Plastic or metal surfaces that are touched often should be washed with warm water and detergent (disinfectant or spray cleaners are not needed)</p> <p>Wooden surfaces (e.g. play structures, benches) do not need to be cleaned</p>
Outdoor paving /decks		<p style="text-align: center;">✓</p> <p>Sweep and hose down if very dirty</p> <p>Maintenance/Professional Cleaners</p> <p>Footpaths and ground covers do not need to be cleaned</p>	
Sandpit	✓	Rake sand daily to remove any visible debris or hazards or as required	✓
Sofas, soft chairs, beanbags, cushions, curtains			✓ Professional Cleaners
Surfaces that children don't touch frequently e.g., shelves, decorative items, windowsills, walls			✓
Surfaces that children touch frequently e.g., tables, chairs, cots, benches, handles, knobs, and taps,	✓		
Technology, electronic devices (e.g., tablets, phones, laptops, keyboards)	✓ Clean high-touch devices used by multiple people after use and at	✓ Clean devices that are used regularly but only by one person	

SURFACE OR AREA	DAILY AND WHEN VISIBLY DIRTY	WEEKLY AND WHEN VISIBLY DIRTY	REGULARLY AND WHEN VISIBLY DIRTY OR OBVIOUSLY CONTAMINATED
	the end of each day. Clean immediately if device has been exposed to body fluids		
Toys, books and objects that children put in their mouth	✓		

How to clean hard surfaces (waterproof – e.g., tables, floors, taps, sinks)

1. Prepare for cleaning
 - Put on utility gloves to protect your hands
 - Prepare a fresh detergent and warm water solution in a clean bucket or basin. Do not use handwashing basins for cleaning. Follow the manufacturer’s instructions on the amount of detergent to use
 - Label the detergent container with the date and time of preparation, and discard any mixture from the previous day
2. Clean the surface
 - Always start cleaning in the cleanest areas and finish in dirtier areas to avoid cross-contamination
 - Wet a paper towel with the detergent mixture
 - Vigorously rub the surface to physically remove germs. For stubborn areas, re-wet a new paper towel in the detergent mixture and scrub again
 - Ensure the surface is visibly clean before moving to the next step
3. Rinse the surface
 - Empty the bucket, , and discard used paper towels
 - Rinse the bucket or basin thoroughly, then wash your hands
 - Add clean water to the bucket or basin
 - Wet a new paper towel with the clean water and wipe the surface to remove detergent residue. Rinse again if detergent residue remains
4. Use a clean paper towel to dry the surface completely. This step is crucial, as drying the surface helps prevent germs from surviving or growing
5. Remove utility gloves

6. Wash hands thoroughly with soap and water after cleaning the spill, even if gloves were worn

How to clean soft surfaces

Clothing and linen (e.g., staff clothing, aprons, children's dress ups, towels, sheets)

[Select one or the other]

<Our service has washing and drying facilities

1. If the item is contaminated with faeces or vomit, wear gloves and rinse off as much of the solid matter as possible (follow our [Body Fluid Spills Procedure](#) to maintain hygiene)
2. Use a laundry basket, plastic bag or other container to carry laundry around
3. Wash with detergent in a machine on a hot setting (60°C or higher, if appropriate)
4. Dry in sunlight or in a dryer on a hot setting (40°C or higher, if appropriate)
5. Dry out completely before storing them or wearing them again
6. Launder as soon as possible during outbreaks of infectious disease>

Carpets, mats, cushions and curtains

1. Vacuum carpets and mats daily; steam clean at least once of every six months
2. Change and wash removable cushion covers regularly, and immediately if they are visibly dirty or contaminated
3. Spot clean carpets, mats and curtains if a small area is visibly dirty

How to clean the nappy change area [Delete this section if your service does not care for children who wear nappies]

1. Clean up any visible body fluid spills (e.g., urine, faeces) on the nappy change area according to our [Body Fluid Spills Procedure](#)
2. Clean nappy change surface after each nappy change and at the end of the day
 - Put on utility (reusable) gloves when cleaning the nappy change surface
 - Using paper towels, wash and scrub the nappy change surface thoroughly with detergent and warm water after each nappy change
 - Rinse by wiping the surface with a new paper towel soaked in clean water. Rinse again if detergent residue remains
 - If body fluids (e.g., urine, faeces) come into contact with the nappy change surface, apply disinfectant to the surface to ensure it is fully sanitised
 - Dry the surface with a clean paper towel
3. Dispose of cleaning materials

- Dispose of used paper towels in the bin
4. Wash your hands
 - Remove utility gloves
 - Wash hands thoroughly with soap and water after cleaning the spill, even if gloves were worn
 5. Change mats and coverings during the day
 - Swap and wash nappy change mats/waterproof coverings to minimise germ buildup
 - Leave washed mats/sheets to dry, ideally outside in the sun>

<How to clean sleeping mat

If a child has got body fluids on themselves or mat

1. Wash and dry your hands thoroughly and put on disposable gloves
2. Remove soiled clothing, place in a plastic bag and then in a sealed container for child's parent to collect
3. Clean the child with disposable wipes/cloths
4. Remove gloves and dispose of them
5. Dress the child and wash the child's hands with soap and water
6. Wash and dry your hands thoroughly and put on a new pair of disposable gloves
7. Remove soiling on the sleep mat
 - Remove the majority of the soiling or spill with paper towels and dispose of them in our designated plastic lined, sealed pedal-operated rubbish bin
8. Wash and dry your hands thoroughly and put on utility (reusable) gloves
9. Use disinfectant on the sleep mat and wipe dry with paper towels
10. Remove gloves and wash and dry hands

How to clean children's items and play equipment

How to clean toys

1. Use warm water and detergent to clean toys thoroughly as required, ensuring they are rinsed well:
 - Use a toothbrush or other cleaning tool to clean crevices, corners etc
 - Don't immerse in water electronic toys or toys that are made from wood, paper, cardboard. Instead, wipe these toys down with a cloth moistened with the detergent and water solution
 - Regularly clean ride-on vehicles and outdoor toys, and keep them protected from the weather by storing them inside

2. Toys made of suitable materials may be washed in a dishwasher, but do not wash them with dishes
3. Dry toys in sunlight where possible
4. Keep damp or wet soft toys out of circulation until they are completely dry
5. Only purchase washable toys
6. Discard non-washable soft toys that are shared amongst more than one child
9. Pack toys away after use and store them in a manner that ensures all the parts stay together (e.g., complete puzzles, use elastic bands to keep items together, pack small pieces into bags, replace deteriorated bags etc)

How to clean books

1. Check books for visible dirt. If dirty, clean by wiping with a cloth moistened with a water and detergent solution, then allow to air dry
2. Keep damp or wet books out of circulation until dry

How to manage play dough

1. Make a new batch of play dough each week and only take out enough play dough for each day
2. Store the extra play dough in an airtight container away from children
3. Wash and dry your own hands and children's hands before and after using play dough
4. Dispose of any play dough that has been in a child's mouth or that is contaminated (e.g., with sticks, dirt, sand)
5. Suspend using play dough, clay, kinetic sand while there is an infectious disease outbreak at the service

<How to clean sandpits

- Inspect the sandpit for any signs of animal contamination (e.g., animal droppings), sharp objects, or other hazards. If contamination is found, remove it and the affected sand, and dispose of it in a sealed plastic bag. If there is a lot of contamination, change all the sand

22 Appendix K: Procedure – Chemical Spills

When to use this procedure

- If there is an accidental leak or spill of a chemical (e.g., bleach, window cleaners, toilet cleaners, drain cleaners, pesticide or insect repellent, laundry detergent, oven cleaner)

Respond immediately

1. Call 000 if there is any major emergency involving a hazardous chemical
2. If someone has accidentally ingested, inhaled or had skin or eye contact with a chemical, you may need to:
 - Call 000 in an emergency
 - Provide first aid according to our procedures in our [Incident, Injury, Trauma and Illness Policy](#)
 - Seek medical advice by calling 000 or the Poisons Information Line on 131 126
3. Tell others and evacuate children and staff from the area to prevent exposure to any chemicals. Use signage to alert others, if necessary
4. Open windows and doors to ventilate the area, if it is possible and safe to do
5. Put on appropriate Personal Protective Equipment (PPE) e.g., utility (reusable) gloves, mask, apron, and eye protection
6. Identify chemicals and potential hazards using the appropriate [Safety data sheet](#) (these must be kept for all hazardous chemicals we use or store)

Contain the spill (if it is safe to do so)

1. Use paper towels or an absorbent agent (e.g., sand) to stop the spill from spreading
2. Do not clean the spill up if it too large to handle safely or you can't clean it up safely. Instead, we must get advice and help from chemical cleaning experts

Clean up the spill (if it safe to do so)

1. Approach with care and clean up according to manufacturer's instructions
2. Collect the absorbent materials and any other solid material involved in the spill
3. Place all contaminated materials, including the paper towels/absorbent agent, into a plastic bag and dispose of according to our local council's hazardous waste rules
4. Clean/decontaminate the area and any clothing and equipment with a suitable cleaning solution, following the manufacturer's instructions
5. Remove PPE carefully. Discard any PPE that is disposable or no longer safe to use
6. Make sure the area is safe before children and staff return

Report and review incident

1. Report the spill to your supervisor/nominated supervisor
2. Make a record of the incident

Review the incident. Make any adjustments needed (e.g., more training, additional safety measures) to prevent future spills

23 Appendix L: Procedure – Waste Management Hygiene

When to use this procedure

- Routinely throughout the day and at the end of each day
- When you need to empty or clean a bin
- At other times indicated in this procedure

Hygienically handle and dispose of waste throughout the day

1. Waste bins should be lined with plastic
2. If there is a risk of leakage, double-bag the waste before placing it in the bin. Avoid placing too much liquid into bins
3. Do not allow waste to overflow
4. Our Professional Cleaners empty all our indoor bins daily at the end of each day
5. Avoid touching other surfaces or items with your hands while you are handling waste
6. Wash and dry your hands thoroughly after handling waste

Wash and sanitise waste bins regularly

Our Professional Cleaners clean and sanitise all bins weekly

24 Appendix M: Procedure – Pest Control

When to use this procedure

- If you see signs of pests
- When you are conducting pest inspections or regular pest treatment
- When you are doing your regular checks for pests
- When you are treating pest infestations
- Routinely and at other times indicated in this procedure

Keep areas clean

1. Clean food preparation and eating areas immediately after use. Wipe down tables, counter tops and surfaces to remove food particles. Sweep, vacuum and mop floors
2. Store all food in sealed containers and don't leave food or crumbs exposed
3. Empty rubbish bins regularly and make sure all bins have tight fitting lids
4. Keep waste areas clean and free of spills or leaks

Close off entry points

1. Regularly check doors, windows and vents to make sure they are properly sealed off
2. Use doors sweeps and repair any gaps or cracks around windows and doors
3. Install and maintain screens on windows and vents to keep out pests

Maintain outdoor spaces

1. Remove any standing/stagnant water lying around (e.g., in pots, play equipment)
2. Keep shrubs, trees, bushes well-trimmed and away from building structures

Monitor for pests

1. Regularly check for signs of pests in high-risk areas such as kitchens, bathrooms, outdoor areas. Signs include droppings, nests, gnaw marks, odours
2. If pests are seen or suspected, report to the nominated supervisor
3. Make a record of pest sightings or infestations, noting the location, type of pest and actions taken
4. The nominated supervisor/approved provider is responsible for arranging regular scheduled professional pest control inspections every 3-6 months

Handle pest sightings or infestations

1. Remove children from the area if the pests are hazardous (e.g., wasps, rodents)
2. Seal off the area and report to the nominated supervisor
3. Seek advice from a licenced pest control professional service
4. Any chemical treatments must be performed outside of hours, when children are not at the service
5. Thoroughly clean the treatment area thoroughly before children return
6. Use child-safe, non-toxic traps and repellents where possible. Children must never be at risk of harm



7. Log any pest treatments carried out and continue to monitor the areas to make sure the pests have not returned