

## 2 Cleaning

### Background

The appearance, maintenance and tidiness of the centre are indicative of the importance and value we place on children. Every effort is made to ensure that the centre is kept clean and tidy and that all toys, equipment, resources and playground equipment are put away when finished with. Passage ways and thoroughfares are kept free of any obstruction which could pose a health and safety threat to children, staff, parents or visitors.

### Policy statement

The Service ensures the premises, furniture and equipment are safe, clean and well maintained.

Cleaning tasks are scheduled and the procedures are those recommended by recognised authorities and according to regulations. Safe natural and effective cleaning products are used wherever possible. Educators model safe and healthy hygiene practices and routines to the children, and involve the children in maintaining a clean environment.

### Strategies and practices

#### ***Basic steps for effective routine cleaning***

- Use detergent and warm water. Follow the manufacturer's instructions on how much detergent to use.
- Vigorously rub the surface to physically remove germs.
- Rinse the surface with clean water.
- Dry the surface.

Disinfectants are only necessary if a surface is known to be contaminated with potentially infectious material. Remember, if the surface is not clean, the disinfectants cannot kill germs, so you should always clean first, then (if required) disinfect.

#### QA 3.1.2 Source *page 52 Staying Healthy 5<sup>th</sup> Edition*

- The centre chooses cleaning products which are the least dangerous to children and yet still meet the cleaning and hygienic outcomes required.
- Educators ensure the areas used by children are safe and clean throughout the day (e.g. clean spillages as they occur, sweep floors, wash tables before and after meals). QA 3.1.2
- Children are intentionally taught effective hygiene routines. QA 2.1.3
- Educators in each room follow a Room cleaning checklist which lists cleaning tasks (e.g. washing dress ups, soft toys, cushion covers, soft toys, and furniture) to ensure the building, furniture and resources used by children are regularly cleaned. QA 3.1.2
- Nappy change areas are cleaned after each change, and at the end of the day. Bathrooms are cleaned at scheduled intervals throughout the day, and at other times when necessary. Refer to the Hygiene Guidelines – General (2. Toilets). QA 3.1.2

- Rubbish bins are emptied at regular intervals throughout the day, or at any other time the bins are full or unpleasant, and plastic liners replaced. Refer to the Hygiene Guidelines – General (3. Rubbish Bins). QA 3.1.2
- Containers are provided at mealtimes for uneaten food, and these food scraps cleared away promptly. Refer to the Service's *Environmental Sustainability Policy*. QA 3.3.1, 3.3.2
- Wherever possible, the Service purchases materials, equipment, toys and other products which are washable and easy to maintain. QA 3.1.2
- Gloves are worn when cleaning. QA 2.1.3
- To prevent cross-contamination between work areas, educators use the Wash Chux Colour Chart to select the appropriate cloth. In addition, cleaning implements such as gloves and scourers are confined to specific areas. The coloured chux cloths are washed or replaced frequently. QA 2.1.3
- Each section of the centre has its own cleaning equipment and supplies (e.g. buckets, mops, cleaning cloths). Cleaning items are dried and stored in places inaccessible to children. Any item used to clear away blood or body fluids is cleaned immediately and dried. Refer to the Service's Hygiene Guidelines – General (5. Mops). QA 3.1.2
- Rest mats/beds are sprayed and wiped at the end of each rest period. Cots are cleaned after each child's use. The children's linen is laundered each week, or as required. Refer to the Hygiene Guidelines – General (1. Beds and Cots). QA 3.1.2
- Soiled items of clothing are sent home for washing and are placed in sealed containers inaccessible to children. Refer to the Hygiene Guidelines – General (8. Laundry). QA 3.1.2
- Toys are washed regularly. Mouthed toys are placed in a labeled container, and cleaned according the Hygiene Guidelines – General (11. Soft Toys and Cushion Covers). QA 3.1.2
- The sandpit is covered when not in use and raked over each morning and evening to remove any dangerous or foreign matter. In the event of sand being soiled by urine, faeces, food or other materials during the day, children are removed from the sand pit and the contaminated sand addressed. Refer to Hygiene Guidelines – General (7. Sandpit). QA 3.1.2
- A professional cleaner will be engaged on every day that the centre is open and will clean all public areas. Staff are tasked to cleaning their own rooms, according to the cleaning checklists:
  - Empty bins.
  - Clean all toilet surfaces with disinfectant.
  - Vacuum all carpeted floors.
  - Sweep all outside paths and verandas.
  - Clean windows – as necessary.
  - Dust sills, bench tops and skirting boards.
  - Remove spider webs.
  - Clean staff areas

- Mop all linoleum flooring with detergent
- Clean down all bench tops with detergent
- In addition to these points, the following maintenance schedule is observed:
  - 6 monthly - fire extinguishers checked by external agency
  - 6 monthly – Bus checked by Queensland Transport
  - 4 monthly – Grease trap pumped out
  - 6 monthly – emergency lighting check

#### **Storage of Chemicals and Cleaners**

- All bulk chemicals are stored in their original containers in cupboards which are not accessible to children. Access to this room is restricted to staff. Warning notices are displayed.
- The centre has data sheets concerning all chemicals on premises.
- All other chemicals and hazardous substances are clearly labelled and are stored in a safe manner out of children’s reach.
- Chemicals are purchased from a supplier who provides details of the composition of all substances and details of emergency action to be undertaken in the event of accidental spillage, splashing or consumption.
- Emergency action documents are kept in the Laundry, director’s office and at location of chemical storage. (Source - Workplace Health & Safety Regulation (1997) Part 13 (Hazardous Substances) sections 87 to 114)

#### **Additional safe practices for babies**

- To ensure that a child does not have access to a toy that has been mouthed by another.

#### **Responsibilities of parents**

- To take home their child’s soiled clothing.

#### **Links to other policies**

- Environmental Sustainability Policy
- Food Preparation, Storage and Handling Policy
- Managing Infectious Diseases Policy
- Nappy Change and Toileting Policy
- Sleep and Rest Policy

#### **Sources**

- Education and Care Services National Regulations 2011.

- Frith, J., Kambouris, N., O’Grady, O. (2003). Health & Safety in Children’s Services Model Policies & Practices. 2<sup>nd</sup> Ed. (rev).  
[http://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) accessed 22 November 2013
- Guide to the National Quality Standard 2011
- National Health and Medical Research Council. (2012). *Staying Healthy: Preventing infectious diseases in early childhood education and care services*. 5<sup>th</sup> edition.  
[http://www.nhmrc.gov.au/files\\_nhmrc/publications/attachments/ch55\\_staying\\_healthy\\_childcare\\_5th\\_edition\\_0.pdf](http://www.nhmrc.gov.au/files_nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf) accessed 22 November 2013

**Further reading and useful websites**

- Queensland Health – <http://www.health.qld.gov.au/>
- The Royal Children's Hospital (RCH) – <http://www.rch.org.au>
- Workplace Health and Safety (Queensland)  
<http://www.deir.qld.gov.au/workplace/#.Uo60LCF-IU>

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