

Quality Area 2: Children’s Health and Safety

Cleaning and Maintaining the Environment Policy



Introduction

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

Goals – What are we going to do?

- Follow procedures and schedules that ensure the buildings, premises, furniture, and equipment are safe, clean, and well maintained.
- Promote awareness of environmental sustainability through daily practices and information sharing.
- Involve children in discussions about health and safety issues and support children to develop guidelines to keep the environment safe for all.
- Encourage eco-friendly practices and encourage staff, children, and families to use chemical free options for cleaning wherever possible.

Strategies – To achieve our goals

Role	Authority/Responsibility For
Approved Provider	<ul style="list-style-type: none"> ➤ Arrange for the education and care service to be cleaned by a cleaner at the end of each day. ➤ Ensure that written policies and procedures regarding child safe environments are developed. ➤ Develop systems to ensure that daily checks and risk assessments of the environment are documented and that where repairs, cleaning or maintenance issues are identified, they are attended to promptly.
Nominated Supervisor	<ul style="list-style-type: none"> ➤ Develop systems to ensure that the daily cleaning of the service is carried out to a satisfactory standard. ➤ Ensure that educators are familiar with policies related to cleaning and maintaining safe environments for children. ➤ Ensure that daily checks and risk assessments of the environment are conducted and documented. ➤ Respond to any identified risks, repairs, cleaning, or maintenance issues promptly. ➤ Support educators to research and consider alternative and sustainable cleaning options and arrange for regular professional development to ensure a clean and safe environment for children.
Early Childhood Educators	<ul style="list-style-type: none"> ➤ Ensure that cleaning duties do not compromise care and supervision of children at any time. ➤ Identify when the building, premises, furniture, or equipment require cleaning or maintenance. The identified issue will be dealt with immediately. This will be done by cleaning as required or by removing the damaged furniture or equipment to be repaired or discarded as decided by the Nominated Supervisor

and the Approved Provider. The educator will complete required documentation and refer this to the Nominated Supervisor for attention.

- Involve children in discussions about health and safety issues and support children to develop guidelines to keep the environment safe for all.
- Role model good cleaning practices for the children and encourage children to be involved in the cleaning of the environment where appropriate.
- Support children to have an active role in caring for their environment and to contribute to a sustainable future.
- Be responsible for spot cleaning the education and care service to ensure cleanliness and hygiene standards are maintained throughout the day.
- Research natural cleaning alternatives for use in the education and care environment. Natural or chemical-free options that are sensitive to the needs of educators and children with allergies will be utilised when possible. (*Currently our service utilises environmentally friendly cleaning products from RapidClean*).
- Consider sustainable practice when they are cleaning. They will reflect on their practices and access professional development, journals and the Internet for more ideas on eco-friendly cleaning options.
- Use soapy water (*RapidClean Tutti Fruitti or dishwashing liquid*) for daily cleaning of tables, nappy change surfaces, mouthed toys and general spills both indoors and outside. The soapy water can be made from pH Neutral detergent (*RapidClean Tutti Fruitti or dishwashing liquid*) diluted in water and stored in a labelled spray bottle out of reach of children.
- The use of vinegar and water is also utilised as an alternate to disinfectant for cleaning.
- Aim to minimise waste by:
 - » Encouraging recyclable materials to be placed in labelled recycling containers rather than garbage bins.
 - » Recycling food scraps at meal and snack times. Children and educators can place food scraps into containers which will then be taken home by staff to feed their chickens and ducks. The kitchen will have containers for food scraps and recycling for educators to use.

Monitoring, Review and Evaluation

Management and staff will monitor and review the effectiveness of the Cleaning and Maintaining the Environment policy regularly. Updated information will be incorporated as needed.

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 12 months.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with Regulations 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

Links to other policies:

Child Protection

Child Safe Code of Conduct

Interactions with Children

Hygiene and Infection Control

Infectious Diseases

Environmental sustainability

Incident, Injury, Trauma and Illness

Supervision

Workplace Health and Safety

Complies with:

NQS

Quality Area 2		Children's health and safety
<i>Standard</i>	<i>2.1</i>	<i>Health</i>
<i>Element</i>	<i>2.1.2</i>	Health practices and procedures
Quality Area 3		Physical environment
<i>Standard</i>	<i>3.1</i>	<i>Design</i>
<i>Element</i>	<i>3.1.2</i>	Upkeep

National Law

Section	167	Offence related to protection of children from harm and hazards
Section	169	Offence relating to staffing arrangements

Sources:

- Education and Care Services National Regulations
- Guide to the National Quality Standard [3] ACECAQ (2015)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011.
- The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011
- Staying Healthy in Child Care: Preventing Infectious Diseases in Child Care, 5th Edition, 2013
- NSW Government Office of Environment and Heritage:
www.environment.nsw.gov.au/households/green-cleaning.htm
- Australian Government Department of the Environment and Energy: www.environment.gov.au
- Health and Safety in Children's Centres: Model Policies and Practices (2nd ed.):
http://eduserve.com/sites/default/files/iccc_resources/Child_Care_Model_Policies.pdf

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