



PROCEDURE Children's Services Unit

UNDER REVIEW

If you would like to contribute to the review process please
contact csuadmin@blandshire.nsw.gov.au

CLEANING AND MAINTAINING THE ENVIRONMENT

PROCEDURE ADOPTED: 9 October 2018

Procedure Objective:

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.

Procedure Statement:

Bland Shire Children's Services will ensure the environment is cleaned and maintained by following procedures and schedules that ensure the buildings, premises, furniture and equipment are safe, clean and well maintained.

The service will promote awareness of environmental sustainability through daily practices and information sharing.

Children will be involved in discussions about health and safety issues and support children to develop guidelines to keep the environment safe for all.

The service will encourage eco-friendly practices and encourage staff, children and families to use chemical free options for cleaning.

Statutory Legislation and considerations

- Education and Care Services National Regulations
- Guide to the National Quality Standard (3) ACECQA (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

Definitions:

The term Educators used in this policy includes all Children's Services staff and registered educators with Bland/Temora Family Day Care.

Recommended Practices:

The Approved Provider will:

- Arrange for the education and care service to be cleaned by professional cleaners 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.

The Nominated Supervisor will:

- 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.

Educators will:

- 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, or in the case of Family Day Care, the Family Day Care educator.
- 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
- Seek to minimise the use of chemicals in the education and care environment.
- 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.
- Consider sustainable practice when they are cleaning.
- Use soapy water 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 diluted in water and stored in a labelled spray bottle out of reach of children.
- Consider the use of vinegar and water as an alternate to disinfectant for cleaning the bathrooms and nappy change mats throughout the day. The vinegar and water can be made in a labelled spray bottle with equal parts of white vinegar and water and stored out of reach of children

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 these containers which will then be placed in composting or worm farm

containers. The kitchen will have containers for food scraps and recycling for educators to use.

References:

- 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://www.environment.gov.au/Health%20and%20Safety%20in%20Children's%20Centres%20-%20Model%20Policies%20and%20Practices%20(2nd%20ed.)) – www.community.nsw.gov.au/docswr/_assets/main/documents/childcare_model_policies.pdf

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director Corporate, Community, Development & Regulatory Services		
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Superseded Procedure			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
9 October 2018			September 2020
Related Council Policy / Procedure			
<i>Child Protection</i>			
<i>Interactions with children</i>			
<i>Infectious diseases</i>			
<i>Incident, Injury, Trauma and Illness</i>			
<i>Supervision</i>			
<i>Workplace health and safety</i>			