

**CLEANING AND MAINTAINING THE
ENVIRONMENT**

AUTHORISATION

POLICY TYPE: <i>(Council or Operational)</i>	Operational
POLICY LOCATION: <i>(eg. Corporate, Engineering, etc.)</i>	Community Services
RESPONSIBLE OFFICER: <i>(by position title)</i>	Children Services Unit Coordinator
AUTHORISED BY: <i>(GM or Director Title)</i>	Director Corporate and Community Services
DATE ADOPTED:	5 July 2021
ADOPTED BY: <i>(Manex or Council)</i>	Council
MINUTE NO: <i>(If required)</i>	June 2023
REVIEW DUE DATE: <i>(Four years unless statutorily required sooner)</i>	
REVISION NUMBER:	

DOCUMENT HISTORY

VERSION NO.	DATE	DESCRIPTION OF AMENDMENTS <i>Include names of former policies that this policy will replace if applicable</i>	AMENDED BY <i>(Where required)</i>

REVIEW OF THIS POLICY

This Policy will be reviewed within two (2) years from the date of adoption or as required in the event of legislative changes. The Policy may also be changed as a result of other amendment that are to the advantage that Council and in the spirit of this Policy. Any amendment to the Policy must be by way of a Council Resolution or the approval of the General Manager.

1. Purpose:

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.

2. Scope:

This policy document applies to all staff and Educators of the Bland Shire Council Children Services Unit and Bland Temora Family Day Care, along with children and families enrolled with Bland Shire Council Children Services Unit.

3. Outcomes:

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

Children will be involved in discussions about health and safety issues and supported to develop an understanding of sustainable practices.

4. Roles and Responsibilities:

The Approved Provider will:

- Arrange for the Children Services Unit premises to be cleaned by professional cleaners at the end of each day.
- 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 all equipment and materials used for the children are clean and hygienic;
- undertake and document indoor and outdoor daily safety checks prior to children commencing in care.
- 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.
- Remove, repair and replace worn and damaged structures, equipment and resources which may pose a safety risk for children.

- Introduce cleaning systems that prevent contamination and cross infection. Cleaning buckets, cloths and mops will be designated for specific areas and stored in a location inaccessible to children.
- 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.
- 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.
- 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.
- Follow the advice of reputable authorities of cleaning requirements to deal with infection outbreaks and hygiene control.
- Consider sustainable practice when they are cleaning.
- Clean nappy change mats and areas after each use.
- Spot bathroom areas as required during the day
- Store and dispose of soiled items appropriately as per nappy change and toileting policy. Heavily soiled underpants will be disposed of to prevent cross contamination.
- Ensure the education and care environments are well ventilated and have adequate natural light.
- Monitor sand cleanliness. This includes wetting, raking and covering the sand.
- Ensure that all children's play areas are kept free from pet droppings.
- Ensure animal enclosures are kept clean and hygienic. Educators must ensure they have clean bedding and water.
- Involve children in discussions about health and safety issues and support children to develop an understanding of sustainable practices.
- Role model good cleaning practices for the children and encourage children to be involved in the cleaning of the environment where appropriate.
- Effectively manage bodily fluid spills and accidents. Blood or bodily fluid spills will be isolated until the educator can remove the spill hygienically.
The educator will follow the following procedure to manage body fluid spills:
 - Attend to the child
 - When possible avoid direct contact with the spill/blood
 - Use personal protective equipment i.e. Apron, gloves, glasses
 - Contain the spill as far as possible using paper towel
 - Dispose of towel in sealed plastic bag
 - Clean the spill using neutral detergent
 - Dry and ventilate the area
 - Notify Council if there has been exposure to bodily fluids that may present the risk of the transition of blood borne diseases
- Where blood or bodily fluids have splashed into eyes or mouth, irrigate the eyes for 5-10 minutes and/or blow nose and spit out and rinse out the mouth.

In addition Family Day Care Educators will:

- Ensure fire equipment is tested and tagged every six (6) months.
- Clean all areas of their service thoroughly at the end of each day.

Pests and Vermin

- Pest control will occur at the Education and Care Service as required. Educators will Monitor any occurrences in the service to determine the success of control measures.
- If pests and vermin are seen, the Education and Care service is responsible for

arranging pest control.

- Where appropriate, Educators discuss with children safety issues relating to vermin.
- Educators will thoroughly clean all areas that animals or pests have accessed in the Education and Care Service with hot, soapy water. If the remains of an animal or animal faeces have been found, the remains will be disposed of in a safe, appropriate manner.

5. Legislation and Supporting Documents:

- Education and Care Services National Regulations
- Education and Care Services National Law
- Guide to the National Quality Framework 2018
- Staying Healthy in Child Care: Preventing Infectious Diseases in Child Care, 5th Edition, 2013
- The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011

6. Relationship to Community Strategic Plan:

This Policy supports Council's Delivery Program Strategy *DP4.2 Provide quality, accredited and affordable Education and Care Services within Bland Shire and surrounds (Bland Preschool, Family Day Care, Mobile Resource Unit, Vacation Care and Toy Library services)*

7. Attachments:

N/A