



BOURKE AND DISTRICT CHILDREN'S SERVICES

QUALITY AREA 2: CHILDRENS HEALTH AND SAFETY

POLICY NAME: CLEANING AND MAINTAINING THE ENVIRONMENT

POLICY STATEMENT

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.

BACKGROUND

Our Service is committed to ensuring the health and safety of all educators, staff, volunteers, families, and children by providing a safe and healthy environment. We will do this by following strict cleaning practices that ensure that furniture, equipment and resources are kept clean and well maintained. We endeavour to use environmentally friendly products where possible and minimise the use of chemicals.

OVERALL STRATEGIES / HOW WILL IT BE DONE?

CLEANING

- Each service is thoroughly cleaned at the end of each day that children have been present at the service. An End of Day Cleaning Checklist is followed in order to ensure that no area has been missed.
- Educators endeavour to maintain a clean and hygienic environment throughout the day while educating and caring for children.
- Signage is to be used after mopping to ensure that children, educators and other staff and families are aware that the floor is wet.
- If an infectious disease is present at the service, increased cleaning practise are put in place, as directed by the Nominated Supervisor.
- See Safe Storage of Dangerous Goods Policy for information regarding the use of potentially dangerous cleaning supplies.

MAINTAINING THE ENVIRONMENT

- A Start of Day Checklist is completed prior to children arriving each morning, to ensure there are no hazards in any area of the environment (indoor and outdoor) and that all areas of the environment and the furniture and resources within are safe and suitable for use. Frequent checks are also conducted throughout the day.
- Any issues that are identified, will be rectified immediately or will be reported to the Nominated Supervisor who will determine the best approach to take – with the priority at all times being to keep children safe.
- Any banned/recalled products will be removed immediately from the service if required.
- All fire equipment will be maintained as per our Emergency and Evacuation Policy.
- Regular pest inspections are carried out by an accredited pest control company. Any further recommended treatments as a result of the findings from the pest control check will be carried out in a timely manner.
- A Start of Day Checklist is completed prior to children arriving each morning, to ensure there are no hazards in any area of the environment (indoor and outdoor) and that all areas of the environment and the furniture and resources within are safe and suitable for use. Frequent checks are also conducted throughout the day.

ROLES AND RESPONSIBILITIES

THE APPROVED PROVIDER AND NOMINATED SUPERVISORS WILL:

- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure educators (including casual staff) receive information and induction training to fulfil their roles effectively, including being made aware of the Cleaning and Maintaining the Environment policy, their responsibilities in implementing it, and any changes that are made over time.
- Ensure students, visitors and volunteers have knowledge of and adhere to this policy.
- Ensure at all times, that the environment is clean and safe for use.
- Ensure the End of Day Cleaning Checklist is completed and is accurate.
- Nominate an educator to complete the Start of Day Checklist.
- Ensure any identified risks, cleaning or maintenance issues are addressed promptly and that if they pose any risk to children's safety, actions are taken to prevent children from being able to access that specific area.
- Introduce and implement additional cleaning processes and checklist when necessary.



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- Ensure cleaning is always carried out to a level that it is appropriate to ensure the health and safety of all children and staff members.
- Ensure refrigerators and freezers are cleaned regularly and door seals checked and replaced if not in good repair.
- During the outbreak of any disease/illness, consider additional cleaning measures that need to be put in place (follow all advice as stated in Infectious Diseases policy).
- Adopt eco-friendly practices and where possible, purchase environmentally friendly cleaning products with minimal use of chemicals being used for cleaning.
- Replace any cleaning equipment that shows signs of wear or permanent soiling.
- Ensure that the equipment and furniture used is kept safe, clean and in good repair.

EDUCATORS WILL:

- Ensure that cleaning duties do not infringe on the provision of adequate supervision at any time.
- Identify and report any cleaning or maintenance issues to the Nominated Supervisor, or attend to the issue where it is of a minor nature and easily addressed (e.g. a spilled drink).
- Involve children in discussions about health and safety issues.
- Role model good cleaning practices to children.
- Educate children on the importance of having a clean and safe environment.
- Encourage children to assist educators at 'pack up time', to tidy their environment.
- Be responsible for spot cleaning of the environment throughout the day and ensuring it is kept suitable and safe for children.
- Ensure that floor mops are thoroughly cleaned and air dried after each use.

CONTINUOUS IMPROVEMENT/REFLECTION

Our Cleaning and Maintaining the Environment Policy will be reviewed on an annual basis in consultation with children, families, staff, educators, and management.

CHILD SAFE STANDARDS

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| Standard 1 | Child safety is embedded in organisational leadership, governance, and culture |
| Standard 7 | Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training |
| Standard 10 | Policies and procedures document how the organisation is child safe |

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDRENS HEALTH AND SAFETY

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| 2.1 | Health | Each child's health and physical activity is supported and promoted. |
| 2.1.1 | Wellbeing and comfort | Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation. |
| 2.1.2 | Health practices and procedures | Effective illness and injury management and hygiene practices are promoted and implemented. |
| 2.2 | Safety | Each child is protected. |
| 2.2.1 | Supervision | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard. |
| 2.2.2 | Incident and emergency management | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented. |

QUALITY AREA 3: PHYSICAL ENVIRONMENT

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| 3.1.1 | Fit for purpose | |
| 3.1.2 | Upkeep | Premises, furniture and equipment are safe, clean and well maintained. |

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

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| 77 | Health, hygiene and safe food practices |
| 88 | Infectious diseases |
| 103 | Premises, furniture and equipment to be safe, clean and in good repair |
| 105 | Furniture, materials and equipment |



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| 106 | Laundry and hygiene facilities |
| 109 | Toilet and hygiene facilities |
| 112 | Nappy change and toileting facilities |
| 168 | Education and care services must have policies and procedures |
| 170 | Policies and procedures must be followed |
| 171 | Policies and procedures to be kept available |
| 172 | Notification of change to policies and procedures |

STATUTORY LEGISLATION & CONSIDERATIONS

[Education and Care Services National Law Act 2010 \(Amended 2023\)](#)

[Education and Care Services National Regulations \(Amended 2023\)](#)

SOURCES

Acknowledgement to Community Early Learning Australia and Childcare Centre Desktop.
 Australian Children's Education & Care Quality Authority (ACECQA). (2014).
 Australian Children's Education & Care Quality Authority (ACECQA). (2023). [Guide to the National Quality Framework](#).
 Australian Children's Education & Care Quality Authority (ACECQA). (Date). [Name. Policy Guidelines](#).
 Australian Government Department of Education. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia.V2.0, 2022](#).
 Early Childhood Australia Code of Ethics. (2016).
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017). (Amended 2023).
 Guide to the National Quality Framework. (2017). (Amended 2023).
 Revised National Quality Standard. (Amended 2023).

RELATED POLICIES

- Child Protection Policy
- Interactions with Children Policy
- Infectious Diseases Policy
- Incident, Injury, Trauma and Illness Policy
- Nappy Change and Toileting Policy
- Physical Learning Environment Policy
- Supervision Policy

RELATED DOCUMENTS

End of Day Cleaning Checklist

Start of Day Checklist

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| POLICY AUTHORISED BY | Prue Ritchie | POLICY REVIEWED | August 2024 |
| NEXT REVIEW DATE | August 2025 | | |
| MODIFICATIONS | <ul style="list-style-type: none"> • New policy format • Child Safe Standards added • Regulation amendments incorporated | | |
| PREVIOUS REVIEW | | | |
| POLICY AUTHORISED BY | Prue Ritchie | DATE | January 2021 |