Health, Hygiene and Cleaning Policy
including Handwashing

Purpose

The physical health, safety and wellbeing of children and staff is very important at Peak. We aim to ensure a safe and clean environment by regularly checking, maintaining, cleaning and where appropriate sanitising all areas, resources and equipment used by the children. Documented procedures are in place to ensure that high standards of hygiene are maintained in accordance with National Regulations and Work Health and Safety guidelines. Related procedures also ensure that Centre Supervisors and Educators conduct sound hygiene practices themselves, promote hygiene practices with the children, and to take all reasonable precautions to reduce the spread of infectious illness through these practices. The safety, rights and best interests of children are the paramount consideration in all our health, hygiene and cleaning practices.

Considerations

Education and Care Services National Regulations	National Quality Standard/s	Other Service policies/documentation	Other
National Regulations: Law Sections 2A, 3A (NSW), 165, 166A (NSW), 167 Regulations 73, 77, 78, 82, 88, 103, 105, 106, 109, 168, 170, 171	QA 2.1, 2.1.1, 2.1.2, 2.1.3, 2.2, 2.2.1	- Enrolment Handbook - Staff Handbook - Opening and closing Checklists - Centre Cleaning Checklists - Daily Duties Checklist - **WHS Policy** - **Nutrition, Food and Beverage including Food Safety Policy** - Dealing with Infectious Diseases Policy - Incident, Injury, Trauma and Illness Policy - Administration of First Aid Policy	MTOP outcome 3.2 **How Handy is Your Handwashing Policy?** CELA website Staying Healthy: Preventing Infectious Diseases in Early Childhood Education and Care Services (6th Edition, 2024)

Procedures

The importance of children's nutritional and physical health needs will be promoted by educating children about a healthy lifestyle which will be reinforced through the everyday routine and experiences. Information on health, hygiene, safe food, and dental care principles and practices will be available at the Service to provide families with further information.

Personal Hygiene and Handwashing

- Staff will role model sound hygiene practices and encourage these practices through daily routines.
- Children will be supported with their hygiene and toileting needs in a respectful, age appropriate way that protects their dignity, privacy and independence.

- Dental hygiene will be promoted through the Tooth Defenders toothbrushing program in Before School Care. All children will be provided with a toothbrush and holder, effective toothbrushing techniques will be implemented with the children.
- Toothbrushes will be stored in individual holders labelled with the child's name. These will be sterilised each week. New toothbrushes will be issued to each child twice per year.
- Staff will use and promote effective handwashing procedures with the children through role modelling, demonstration and discussion. Children will be explicitly taught the correct handwashing procedure as per the Hand Washing Posters on display. Educators will actively supervise children while they wash their hands.
- Liquid soap and handwashing signs will be displayed in kitchen and bathroom areas.
- Soap and water is the preferred way to clean hands. Where this is not available, alcohol-based hand sanitiser may be used. Hand sanitiser is only used by children under adult supervision.
- Handwashing will be conducted by educators and children:
    - Before and after handling, preparing and eating food
    - Before and after providing first aid
    - After toileting and handling bodily fluids
    - Before giving medicine
    - After handling animals, gardening, composting or doing other dirty activities
    - After coughing, sneezing or blowing their nose
    - Whenever hands are visibly dirty

Gloves

To aid in minimising the risk of infection or cross contamination, disposable gloves will be worn by educators whenever they:

- Prepare food
- Administer first aid
- Come into contact with bodily fluids
- Changing soiled clothing or changing nappies where an approved inclusion support plan is in place
- Have cuts or skin lesions on their own hands

Cleaning of Equipment and Environment

- All educators of the service are responsible to maintain a clean and sanitary environment, regularly cleaning all areas, cleaning equipment and maintaining a tidy environment.
- Cleaning duties for all staff are documented and displayed in each centre's daily staff routines and cleaning checklists.
- All surfaces used frequently by the children such as tables and benchtops are to be wiped down with hot water and an approved spray and wipe product regularly through the day, particularly before preparing food, cooking activities and before and after eating.
- Separate cleaning cloths, mops and buckets are maintained for kitchen, bathroom and general areas. These are colour coded and the codes are prominently displayed.
- Bathrooms are regularly inspected throughout the day to ensure they are clean and hygienic.

- Procedures are in place to ensure thorough cleaning of bathrooms during vacation care or where a school cleaner is not in attendance. A bathroom cleaning checklist ensures that all educators clean the bathrooms effectively.
- A daily hazard checklist is maintained in each centre QIP diary which allows staff to check for and identify any risks to health and safety. Identified risks are reported to Directors by Centre Supervisors either urgently by phone or, for less urgent matters, by including in the WHS section of QIP weekly evaluation.
- A daily cleaning checklist is maintained in the centre QIP diary which ensures that all cleaning activities are completed either daily, weekly or monthly. Centre Supervisors are responsible for ensuring that these tasks are completed.

Kitchen Hygiene and Cleaning for Food Safety

- All food will be prepared and stored in a hygienic manner as per the current Australian New Zealand Food Standards.
- Opened food will be stored in tightly sealed containers, labelled with the open date and use by date, and stored appropriately.
- Kitchen equipment will be cleaned and stored appropriately.
- Surfaces are cleaned and sanitised with a chlorine based, food grade product before and after food preparation.
- All perishable foods will be stored in the refrigerator and the temperature should be monitored to ensure it is less than 5ºC.
- Children will be encouraged not to share their drinking and eating utensils.
- Tongs and spoons will be used for the serving of food. Where possible, educators will encourage children to serve their own food and drinks to encourage the development of their food handling skills as well as acknowledging their growing sense of independence.
- All cups, plates and utensils will be washed in hot, soapy water and sanitised or cleaned using a dishwasher.
- Children should be seated while eating or drinking.
- Educators must wear gloves when preparing food. Care must be taken to avoid contaminating food by only using them for one continuous task and then discarding them. Gloves must be removed, discarded, hands washed, and the gloves replaced with a new pair before handling food and before working with ready to eat food after handling raw food.
- Gloves must be removed and discarded before using the toilet, smoking, coughing, sneezing, using a handkerchief, eating, drinking or touching the hair, scalp or body. They will then be replaced if food preparation continues.
- All rubbish or leftover food is to be disposed of immediately in bins and bins emptied daily and regularly cleaned with disinfectant.
- Containers are to be cleaned and stored appropriately to ensure pests are not able to contaminate them.
- Children will be encouraged to be involved in food preparation to assist them to have opportunities to learn more about hygiene practices when preparing food. This participation

should always be supervised and an explanation provided to children on the reasons why hygienic conditions are maintained.

- The service will regularly review and evaluate food handling practices in line with current best practice guidelines from recognised authorities.
- The service will provide hygiene information to parents and families.

Version Control Table

Version Control	Date Released	Next Review	Approved by	Amendment
1	Jan 2017	March 2018	Directors	Nil – small amendments to procedures
2	July 2019	July 2020	Directors	-Rewritten and edited to reflect 2018 updated Quality Standards. -Links added from Centre QIP including Daily Hazard check and Cleaning checklist. - food safety procedures added - Dental hygiene procedures added - Emphasis on Handwashing procedures added.
3	February 2020	April 2022	Directors	Small amendments to remove posters to allow for more frequent updates at centres. Moved to new document review timeline.
4	April 2022	April 2024	Directors	Small amendment to offer of sanitizer throughout centres.
5	April 2024	April 2025	Directors	Small amendment to washing up procedures.
6	April 2025	April 2026	Directors	Removed hand sanitizer freely available as product to be out of reach of children.
7	April 2026	April 2027	Directors	Added paramount consideration (Sections 2A and 3A NSW) and inappropriate conduct (Section 166A NSW). Added respectful support for children's hygiene and toileting, supervised handwashing, hand sanitiser use and extra handwashing times in line with Staying Healthy (6th Edition).