

HYGIENE POLICY

Best Practice – Quality Area 2

PURPOSE

This policy will provide guidelines for procedures to be implemented at Hurlingham Preschool to ensure:

- effective and up-to-date control of the spread of infection
- the provision of an environment that is safe, clean and hygienic.

POLICY STATEMENT

1. VALUES

Hurlingham Preschool is committed to protecting all persons from disease and illness by minimising the potential for infection through:

- implementing and following effective hygiene practices
- implementing infection control procedures to minimise the likelihood of cross-infection and the spread of infectious diseases and illnesses to children, staff and any other persons in attendance at the service
- fulfilling the service's duty of care requirement under the *Occupational Health and Safety Act 2004*, the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011* to ensure that those involved with the service are protected from harm
- informing educators, staff, volunteers, children and families on the importance of adhering to the *Hygiene Policy* to maintain a safe environment for all users, and communicating the shared responsibility between all involved in the operation of the service.

2. SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Hurlingham Preschool.

3. BACKGROUND AND LEGISLATION

Background

Infections are common in children and often lead to illness. A person with an infection may or may not show signs of illness and, in many instances, the infectious phase of the illness may be in the period before symptoms become apparent, or during the recovery phase. While it is not possible to prevent all infections in education and care environments, services can prevent or control the spread of many infectious diseases by adopting simple hygiene practices.

An infection can be spread when an infected person attends the service premises and contamination occurs. A service can contribute to the spread of an infection through poor hygiene practices that allow infectious organisms to survive or thrive in the service environment.

The implementation of appropriate hygiene and infection control procedures aims to break the cycle and prevent the spread of infections at every stage. The National Health and Medical Research Council (NHMRC) suggest that to reduce illness in education and care services, the three most effective methods of infection control are:

- effective hand washing
- exclusion of sick children, staff and visitors
- immunisation

Other strategies to prevent infection include:

- cough etiquette
- appropriate use of gloves
- effective cleaning of the service environment.

The NHMRC suggests that if these strategies are not implemented, all other procedures described in the service's *Hygiene Policy* will have reduced effectiveness in preventing the spread of infection and illness.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulations 77, 106, 109, 112, 168
- *Food Act 1990*
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
- *Occupational Health and Safety Act 2004*
- *Public Health and Wellbeing Act 2008*

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Cleaning: A process that removes visible contamination such as food waste, dirt and grease from a surface. This process is usually achieved by the use of water and detergent. During this process, micro-organisms will be removed but not destroyed.

Communicable disease: A disease capable of being transmitted from an infected person or species to a susceptible host, either directly or indirectly.

Cough etiquette: The correct way to prevent the spread of infectious organisms that are carried in droplets of saliva is to cough or sneeze into the inner elbow or to use a tissue to cover the mouth and nose. Place all tissues in the rubbish bin immediately and clean hands with either soap and water or a disinfectant hand rub.

Hygiene: The principle of maintaining health and the practices put in place to achieve this.

Infectious disease: A disease that can be spread, for example, by air, water or interpersonal contact. An infectious disease is designated under Victorian Law or by a health authority (however described) as a disease that would require the infected person to be excluded from an education and care service.

Neutral detergent: A cleaning agent available commercially and labelled as 'neutral' or 'neutral pH'.

Sanitising: A process that destroys micro-organisms. Sanitising a surface can reduce the number of micro-organisms present. The process of sanitisation usually involves ensuring a surface is thoroughly cleaned with both heat and water, followed by the use of chemicals.

5. SOURCES AND RELATED POLICIES

Sources

- Department of Human Services, Victoria, Food Safety Unit
- Department of Human Services, Victoria (June 2000), *Sure protection against infection*
- National Health and Medical Research Council (2013), *Staying Healthy in Child Care: Preventing infectious diseases in child care*, www.nhmrc.gov.au/guidelines.

Service policies

- *Administration of Medication Policy*
- *Administration of First Aid Policy*
- *Dealing with Medical Conditions Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Dealing with Infectious Diseases Policy*
- *Occupational Health and Safety Policy*
- *Privacy and Confidentiality Policy*

PROCEDURES

The Approved Provider and Persons in Management or Control are responsible for:

- ensuring that all staff and volunteers are provided with a copy of this policy and have a clear understanding of the procedures and practices outlined within
- ensuring the Nominated Supervisor, educators, staff and volunteers at the service implement adequate health and hygiene practices, and safe practices for handling, preparing and storing food (Regulation 77(1))
- establishing robust induction procedures that include the provision of information regarding the implementation of the practices outlined in this policy
- developing an appropriate cleaning and sanitising schedule that outlines daily, weekly, monthly, quarterly and annual cleaning and sanitising requirements and responsibilities
- arranging for the service to be cleaned and sanitised regularly, including floors and other surfaces, as per the cleaning contract and schedule
- reviewing the cleaner's contract and schedule on an annual basis
- contacting the local council's Environmental Health Officer for information about obtaining a needle/syringe/sharps disposal unit and instructions for its use
- ensuring the service has laundry facilities or access to laundry facilities, or other arrangements for dealing with soiled clothing, nappies and linen, including hygienic facilities for storage prior to their disposal or laundering (Regulation 106(1))
- ensuring that the laundry and hygiene facilities are located and maintained in a way that does not pose a risk to children (Regulation 106(2))
- ensuring that there are adequate and appropriate hygiene facilities provided for nappy changing which are designed, located and maintained in such a way that prevents unsupervised access by children (Regulations 112(2)&(4))
- ensuring that adequate, developmental and age-appropriate toilet, washing and drying facilities are provided for use by children, and that these are safe and accessible (Regulation 109)
- reviewing staff training needs in relation to understanding and implementing effective hygiene practices in early childhood settings
- providing a copy of the NHMRC guidelines for the prevention of infectious diseases in child care for the service
- providing hand washing guidelines for display at each hand washing location
- ensuring there is an adequate supply of non-toxic cleaning and hygiene products, including gloves, at all times.

The Nominated Supervisor and Person in Day to Day Charge are responsible for:

- implementing and ensuring that all staff members and volunteers at the service follow adequate health and hygiene practices, and safe practices for preparing, handling and storing food to minimise risks to children (Regulation 77(2))
- developing effective hygienic systems for cleaning, such as using colour-coded sponges/cloths in each area

- ensuring sponges are cleaned, rinsed and stored separately, and replaced regularly
- ensuring that an inspection of the outdoor areas, in particular the sand and soft-fall areas, are conducted daily to ensure they are maintained in a safe and hygienic manner
- informing the Approved Provider of any issues that impact on the implementation of this policy
- actively encouraging parents/guardians to keep children who are unwell at home to prevent the spread of infection to other children and educators
- storing or presenting items, such as mattresses, bedding and sunhats, in such a way as to prevent cross-contamination
- ensuring that there is a regular and thorough cleaning and disinfecting schedule for all equipment and toys
- ensuring any chemicals and cleaning agents are non-toxic and stored out of reach of children
- ensuring that all educators/staff wear disposable gloves when changing nappies or dealing with open wounds or other body fluids, and dispose of those gloves and soiled materials in a sealed container or plastic bag
- maintaining the service in a clean and hygienic manner throughout the day, such as wiping benches and tables before and after eating, and cleaning up spills
- actively encouraging educators and staff who have or are suspected of having an infectious disease to not attend the service in order to prevent the spread of infection to others attending the service.

All other educators are responsible for:

- implementing and promoting correct hand washing and hygiene practices, as outlined in this policy
- maintaining the service in a clean and hygienic manner throughout the day, such as wiping benches and tables before and after eating, and cleaning up spills
- conducting a daily inspection of the outdoor areas, in particular the sand and soft-fall areas, to ensure they are maintained in a safe and hygienic manner
- informing the Approved Provider of any issues that impact on the implementation of this policy
- actively encouraging parents/guardians to keep children who are unwell at home to prevent the spread of infection to other children and educators
- being conscious of their responsibility to not attend the service when they have or suspect they have an infectious disease.

In terms of changing nappies for children, all other educators are responsible for:

- attending to the individual personal hygiene needs of each child as soon as is practicable
- changing nappies and attending to individual personal hygiene and toileting needs of each child according to recommended procedures (refer to Attachment 1 – nappy-changing and toileting guidelines)
- disposing of soiled nappies in a safe and hygienic manner in line with this policy.

In terms of the toileting of children, all educators are responsible for:

- ensuring soap and drying facilities are available at all times when children are in attendance at the service, including ensuring paper towels are available if hand-dryers are not working
- ensuring children do not share the use of items related to personal care, such as hand towels for drying hands, toothbrushes and hairbrushes
- encouraging children to flush the toilet after use
- encouraging and assisting (where required) children to wash their hands according to hand washing guidelines (refer to Attachment 2) after toileting
- encouraging children to tell a staff member if they have had a toileting accident
- monitoring and maintaining toileting facilities in a safe, clean and hygienic manner while children are in attendance; this requires periodic checking of the bathroom area
- respecting diverse styles of toileting children due to cultural or religious practices

- respecting the possible need to maintain privacy of toileting and dressing.

For cleaning toys, clothing and the service in general, all educators are responsible for:

- removing toys that a child has sneezed or coughed on (place in a 'toys-to-be-cleaned' box)
- wearing gloves when cleaning the toilet or accidents (general purpose gloves are sufficient; wash and hang outside to dry when finished)
- washing mouthed toys daily using warm water and detergent and, if possible, drying in the sun
- wiping over books with a moist cloth treated with detergent
- ensuring washable toys and equipment are cleaned term by term or annually, as required
- where applicable, washing and disinfecting mattress covers and linen.

In regard to children's contact with one another, all educators are responsible for:

- educating and encouraging children in good personal hygiene practices, such as:
 - washing their hands after blowing and wiping their nose
 - not touching one another when they are cut or bleeding
 - disposing of used tissues promptly and appropriately, and not lending them to other children
 - using their own equipment for personal care, such as toothbrushes, hats, brushes and combs
 - only touching the food they are going to eat
 - using their own drink bottles or cups.

For the indoor and outdoor environments, all educators are responsible for:

- keeping the indoor and outdoor environments as clean and hygienic as possible at all times, including the safe disposal of discarded needles/syringes/sharps
- promptly removing blood, urine and faeces (including animal) either indoors or outdoors, using the appropriate cleaning procedures
- covering the sandpit when not in use to prevent contamination
- emptying water containers, such as water trays, each day (refer to *Water Safety Policy*)
- disposing of any dead animals/insects found on the premises in an appropriate manner.

Safe handling of body fluids or materials in contact with body fluids:

Accidental spills and secretions of body fluid are a fact of life in a child care setting. In managing these spills, all staff/educators must ensure that they:

- avoid direct contact with blood or other fluids
- are not at eye level when cleaning/treating a child's face that has blood on it, as a child's blood can enter the mouth/nose of a staff member when a child cries or coughs
- wear gloves wherever possible
- cover any cuts/abrasions on their own hands with a waterproof dressing.

Effective environmental cleaning:

Cleaning is an important part of infection control as germs are unable to multiply on clean, dry surfaces. Effective cleaning with detergent and warm water followed by rinsing and drying removes the bulk of infectious organisms from a surface. Particular attention should be paid to the following:

- toilets/sinks must be cleaned daily and between sessions separate cleaning cloths/sponges must be used for each task
- mouthed toys must be washed immediately or placed in a separate container for washing at a later time
- all bench tops and floors must be washed regularly
- children's cups/drink bottles used for water must be washed daily
- nappy change areas/mats must be washed with detergent and warm water after each use.

Parents/guardians are responsible for:

- keeping their child/ren home if they are unwell or have an infectious disease that requires their exclusion from the education and care service
- informing the service if their child has an infectious disease
- supporting this policy by complying with the hygiene practices when attending the service or when assisting with a service program or activity
- encouraging their child/ren to develop and follow effective hygiene practices at all times, including handwashing on arrival at the service.

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy and ensure satisfactory resolutions have been achieved
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any significant changes to this policy or its procedures.

ATTACHMENTS

- Attachment 1: Nappy-changing and toileting guidelines
- Attachment 2: Handwashing guidelines
- Attachment 3: Hurlingham Preschool Hygiene Guidelines
- Attachment 4: Hurlingham Preschool Pack Away Checklist
- Attachment 5: Hurlingham Preschool Cleaner PD and Cleaning Schedule

AUTHORISATION

This policy was adopted by the Approved Provider of Hurlingham Preschool on 16 November 2017.

REVIEW DATE: 16/11/19

ATTACHMENT 1

Nappy-changing and toileting guidelines

Suggested practices

- Ensure that the nappy change area is separate from food preparation and serving areas.
- Ensure that handwashing and drying facilities are adjacent to the nappy change area.
- Ensure that staff wear disposable gloves when changing nappies.
- Display a waterproofed poster of the nappy-changing procedure in all nappy change areas (provide multi-lingual translations as relevant for the service).
- Provide a nappy change mat or bench with an impervious, washable surface.
- Ensure that a walking child walks to the nappy change area and provide steps for the child if a bench is used (refer to *Occupational Health and Safety Policy*).

Nappy changing for older children

All children's personal hygiene needs must be attended to as soon as is practicable; therefore, if a child is not toilet trained or soils their underclothing, the service will need to ensure that appropriate facilities and supplies are provided for changing nappies/clothing in a safe and hygienic matter. It is not appropriate to leave a child in a wet or soiled nappy/clothing until the parent/guardian is available to attend to their child's personal hygiene. How and where these facilities are provided in a child care environment will depend on the space and layout of the bathroom area (refer to *Occupational Health and Safety Policy*).

Services are advised to consider implementing procedures that ensure that the requirements of the regulations are met while recognising an individual child's need for respect and privacy, hygiene, supervision and occupational health and safety requirements. Services are reminded that it is not acceptable to change a child's clothing or nappy in areas that are not licensed for such activities, such as the office, foyer, kitchen and adult/disabled toilets.

Changing nappies

- Wear disposable gloves.
- Ensure that the nappy changing area has been cleaned with detergent and water, and that the change sheet/paper if child is lying down has been placed on the changing area prior to changing the nappy.
- Ensure that all educators at the service who change children's nappies use their hands to hold the child away from their body as they carry them to the changing area. Wherever possible, children should be encouraged to walk to the change area.
- Children should not be left alone during the entire time their nappy is being changed.
- All soiled items of clothing should be removed from the child's body along with the nappy.
- Extremely soiled nappies/clothing may need to have the contents tipped into the toilet.
- Nappies must be placed into plastic bags or a lined rubbish bin (a hands-free lidded bin that is inaccessible to children is recommended).
- Children should be cleaned, and soiled wipes placed into a lined rubbish bin. The change sheet/paper should also be discarded immediately after the nappy change.
- The adult must remove their gloves before touching the child's clean clothes or putting on a clean nappy, taking care not to let their skin touch the outer contaminated surface of the glove. Used gloves must be discarded in the bin along with other soiled items.
- Dress the child and wash the child's hands.
- The nappy change area must be cleaned immediately after each use with neutral detergent and warm water.

- If necessary, the cloth nappy/clothing should be rinsed before being placed into a reusable bag for collection by the parent/guardian.
- Educators involved in the nappy change process must ensure that their hands are washed and dried thoroughly after each change.

ATTACHMENT 2

Handwashing guidelines

These guidelines are based on information provided in *Staying Healthy in Child Care: Preventing infectious diseases in child care* (5th Edition), National Health and Medical Research Council (2013).

Handwashing techniques

Hands are the body parts most responsible for transferring infectious organisms, which can then lead to the spread of illness and disease.

It is essential that hands are properly washed upon arrival and at intervals throughout the day. Correct handwashing techniques are a vital part of good hygiene practices, and all staff should be trained in a set handwashing procedure.

The process of thoroughly washing, rinsing and drying your hands or a child's hands should take around 30 seconds. This is the approximate amount of time it takes to sing *Happy Birthday* twice, or the *Alphabet Song* once. Alternately, you could count to 10 while you wash and then count to 10 again while you rinse.

There are five steps to washing hands:

- Wet hands with running water (warm water is most comfortable).
- Apply soap to hands.
- Lather soap and rub hands thoroughly, including the wrists, palms, between fingers, around the thumbs and under the nails. Rub hands together for 20 seconds.
- Rinse under running water.
- Dry thoroughly.

When to wash hands

Before	After
Educators and other staff <ul style="list-style-type: none">• Eating or handling food• Starting work• Giving medication• Putting on gloves	Educators and other staff <ul style="list-style-type: none">• Taking off gloves• Changing a nappy• Coming in from outside play• Using the toilet• Cleaning the nappy change area• Helping children use the toilet• Wiping a child's nose or your own nose• Handling garbage• Cleaning up faeces, vomit or blood
Children <ul style="list-style-type: none">• Starting the day at the service• Eating or handling food• Going home	Children <ul style="list-style-type: none">• Eating or handling food• Touching nose secretions• Using the toilet• Coming in from outside play• Having their nappy changed

ATTACHMENT 3-

Hurlingham Preschool Hygiene Guidelines

Cleaning Procedures

- Use warm water and detergent (cold water can be effective with extra scrubbing)
- Vigorously rub the surface to physically remove germs
- Rinse the surface with clean water
- Dry the surface
- Start cleaning process in cleanest area and finish in dirtiest to prevent cross contamination
- Use mops with detachable heads (so they can be laundered in a washing machine with hot water)
- Use colour coded sponges for each area and make sure they can dry between uses. Change weekly
- Choose cleaning products which are effective against germs and consider length of time product needs to remain on surface to properly clean it

Soap and Alcohol-Based Rubs

- Most effective hand hygiene is soap and running water as it loosens, dilutes and flushes off dirt and germs
- Soap alone cannot remove dirt or kill germs. It is combination of running water, rubbing hands and detergent
- Alcohol-based rubs (antiseptic, waterless gels or hand sanitisers) are useful for reducing germs but do not remove dirt. They are suitable to use when using often ie eating or when water is not readily available ie playgrounds
- Children using alcohol-based rubs should be supervised

Drying Hands

- Drying hands is very important to remove last of germs
- Paper towels best but dryers are acceptable. Hurlingham's Sustainability Policy is to use hand dryers

Policies

- The following policies should be accessible to families upon enrolment; Infectious Diseases, Hygiene, Immunisation, Administration of Medication. Procedures for Sneeze and Cough Etiquette should also be provided

Clothing

- Staff clothing should be washed daily with detergent

Children's Dress Ups

- Should be washed once per week or sooner if visibly dirty

Toothbrushes

- Should be labelled with each child's name
- Bristles need to be allowed to air dry after each use
- Do not store in individual containers as need to air dry

- Can store in container in upright position ensuring they do not touch or drip on each other

Toys

- Need to be washed regularly with warm water and detergent and rinsed well
- Can be cleaned in dishwasher but not at same time as dishes
- Dry in sunlight if possible otherwise, allow to air dry before storing
- Toys which have been observed to have been sneezed or coughed upon or put in mouth should be removed immediately from play and put in a specified box to be washed at end of day/session
- Only washable toys should be used

Books

- Clean by wiping with moist cloth with detergent on it and allow to dry before storing
- Wipe down as visibly dirty or weekly

Cushions

- Ensure cushion covers have removable covers
- Covers should be changed and washed regularly

Carpets, Mats, Curtains

- Vacuum carpets, mats daily or if visibly required
- Steam clean carpets every 6 months or if incident significantly affects large part of carpet
- Curtains should be washed every 6 months
- Blinds washed down with moist cloth with warm water and detergent at the end of term
- Spot clean small patches if required

Sandpits

- Cover every night
- Remove any sand that is contaminated by blood or faeces. Use shovel and place in disposable bag and deposit in outside bin immediately. Rake over remaining sand and expose to air
- All of the sand only needs to be removed if incident significantly affects large area in sandpit
- Children and adults should wash hands or use alcohol-based rub before and after playing in sandpit

Cakes Celebration

- Use wooden cake or separate cake/cupcake for blowing out candles

Playdough

- New batch made every week, with enough taken out each day. Remainder to be kept in air tight container
- Children and adults should wash hands or use alcohol-based rub before and after playing in sandpit

Animals

- Children and adults should wash hands or use alcohol-based rub before and after touching animals or cleaning their bedding/habitat
- Ensure animals are flea-free, worm-free and immunised as appropriate. Animals that are ill should be treated by vet and removed from children until well
- Children must be supervised when touching animals
- Animals not to be allowed in sandpits, vegie gardens or pot plants
- Always wear gloves when cleaning cages or picking up faeces
- Dispose of faeces daily and place in disposable bag and in outside rubbish bin
- If cleaning a bird cage, wet floor first so as to avoid inhaling dry faeces
- Any animal brought into the kinder must have a risk assessment completed prior to their arrival

Bats

- Can contain rabies like virus. Never touch a bat. If bitten or scratched, contact doctor and hospital urgently, wash wound with soap and running water for 5 minutes.

Fish and Marine Animals

- Clean tanks wearing gloves
- If using bare hands, wash hands and arms thoroughly with soap and water
- Never clean tank in kitchen or food preparation area
- If scratched by fish and marine animals or coral it can cause unusual infections so see doctor
- Risk assessment needs to be carried out prior before any animal comes to kinder

Other animals

- Ferrets, turtles, iguanas, lizards, reptiles, birds of parrot family or any wild or dangerous animals should NEVER be brought into the kinder

ATTACHMENT 4-

Pack Away Checklist

TASK	PROCEDURE	FREQUENCY	√
Inspection of room and external grounds	Walk around room and external grounds. Use grounds inspection checklist and sign	Daily (first educator in to check. If raining in morning, first session outside to make external check)	
INSIDE			
Sign in book and visitor book	Make sure sign in book and visitor book is in foyer before start of each session and bring in to main room (place on table under Emergency Kit) and lock foyer door within 30 mins from start of session. Books remain in main room for sign out procedure	Each session	
Artwork	Remove artwork from drying rack and place in corresponding group's tubs which are located in bag area. Check what artwork is for portfolios and place in cupboard	Each session	
Water and cups	Place fresh water and cups on drinks trolley located near kitchen door	Each session	
Books	Remove from shelves at pack up time, place on 3yo shelf or 4yo shelf in cupboard opposite office. (Wipe down with moist cloth with detergent on it if visibly dirty and allow to air dry before packing away)	Each session	
Puzzles	Complete puzzles and locate any missing pieces, place on 3yo shelf or 4yo shelf in cupboard opposite office	Each session	
Block shelves	Pack away or reset for next group. Consult planning doc for guidance	Each session	
Small play areas	Pack away or reset for next group. Consult planning doc for guidance	Each session	
Community Corner	Pack away or reset for next group. Consult planning doc for guidance	Each session	
Art cart baskets	General tidy. Return scissors, writing implements to holders, check if sufficient paper, remove unclaimed art works. <i>Please note scissors to be put on high shelf for 3yr old group in Term 1 only</i>	Each session	
Blue wastepaper basket	Empty bin to recycle bin	Each session	
Floors	Pick up/sweep any cutting waste, paper, playdoh, food etc from under tables	Each session/between activities/after food	
Paint brushes and lids	Wash and leave to air dry beside sink	Each session	

Paint pots	Return to shelf (<i>designated 3 and 4yr old paint pots</i>)	Each session	
Children's cubby holes	Clean out any remaining lunch boxes or artworks etc between sessions and place in that group's tub	Each session	
Sink (main room)	Tidy bench area including dish strainer, putting away all playdough cutters, rollers, brushes in their designated baskets on shelves next to sink	Each session	
Coffee/tea cups	Return to kitchen and wash. Check outside too	Daily/each session	
Toilets	Clean with products supplied in long cupboard in kitchen	Daily/between sessions/after lunch on long days	
Toys	Wipe down with warm water and detergent. (If see child sneeze, cough or put in mouth remove immediately to designated toy bin)	Daily/ each session	
OUTSIDE			
Market Umbrella	Take market umbrella out of base and lie on outdoor units. Place stopper in pipe (during session, stopper kept on high outdoor shelf)	Daily (or as weather dictates)	
Sandpit/Digging Patch	Return any toys to their designated spot. Cover sandpit and digging patch. Check boat for equipment also.	Daily/each session	
Wheelies/walkers	Put away wheelies, caterpillar walkers after 4 yo sessions	Each session	
Outdoor writing station	General tidy. Return scissors/writing implements to holders, check if sufficient paper, remove unclaimed art works, pick up any cutting waste from ground	Each session	
Outside equipment/toys	Put away in designated areas (red/black set back to Outdoor Community Corner, metal set back to outdoor sink, plastic items back to sandpit/digging area or shed, any other items back to shed) Wipe down with warm water and detergent. (If see child sneeze, cough or put in mouth remove immediately to designated toy bin)	Daily/Each session	
Block trolley	Roll block trolley undercover away from external doors (emergency procedures)	Daily/each session	
Red jumping pillow	Put red pillow undercover behind outside units (if being used for jumping, must be on grass area with a minimum 1.5metre buffer clearance from concrete paths, bike track, plant pots and other stationery items)	Daily/each session	

Outdoor Community Corner	Reset outdoor community corner	Daily/each session	
Shed	Make sure equipment returned to designated spots and floor space tidy. Lock shed at end of day	Daily/each session	
Digging trucks	Place under table at end of day	Daily	
Ruby	If Ruby inside, pull out tray from under computer. Check for any Ruby poo at end of her time inside and return tray to under computer	Each session	
OFFICE/KITCHEN			
Phones	Return phones to cradles	Daily	
Ipads	Return to office and place on charge	Daily	
Roller blinds	Close roller blinds in quiet area, kitchen and office	Daily	
Lights	Turn off lights in main rooms, office, store room, kitchen, bathrooms and bag area	Daily	
Photocopier/computer	Turn off photocopier, computer and laminator	Daily	
Kitchen	Wash any dishes, put away any dry dishes in designated cupboard, wash down sink, wipe benches. Turn off kettle at plug	Daily	
Urn	Disconnect urn plug from electrical socket after special events	As required	
Doors	Lock external doors in main rooms, bathroom and office	Daily	
WEEKLY			
Paint	Wash out paint pots at end of week if spoilt. Replace easel paper and fresh art smocks	Weekly	
Cel-mix glue	Check supply of Cel-mix glue and make up as necessary (24 hours prior to use)	Weekly	
Laundry	Bag up dirty laundry and distribute to families to wash (roster system)	Weekly	
Bins	Remove rubbish bag to outdoor bins	Weekly	
Plants	Water indoor plants	Weekly	
Dyson	Empty Dyson filter	Weekly	

Weekly Update	Teachers send out information for weekly update	Weekly	
TERM JOBS PER STAFF MEMBER			
Art and craft areas	Re-stock paper, materials in art/craft cart, art bookshelves, drawing table	Weekly	
Community corner	Change over dress ups, pull out different equipment from cupboard	Weekly	
Shopping	Re-stock milk, coffee, cleaning products etc	Weekly	
Library books	Return to shelves in alpha order by title	Weekly	
END OF TERM	(Parents on duty to help)		
Inside			
Artwork	Clean out artwork from tubs/drying rack and send home	End of Term	
Playdough	Throw out	End of Term	
Paint Pots	Throw out remaining paints from pots and clean out	End of Term	
Textas	Sort and refresh textas	End of Term	
Pencils	Sort and sharpen pencils	End of Term	
Box Bin	Clean out	End of Term	
Collage Trolley	Clean out	End of Term	
Puzzles	Put away in Storage Cupboard	End of Term	
Books	Put away on to appropriate shelves	End of Term	
Indoor Storage Areas	Tidy and throw away as need be	End of Term	
Storage Units	Clean with warm water and detergent	End of Term	
Hats/Sunscreen	Send hats home to be washed and ask parents to check expiry dates of sunscreen	End of Term (May to September)	
Fridge	Check use by dates of items and throw out and wipe down	End of Term	
Dress ups/home corner/cushion covers	Check roster and send home with appropriate family for washing	End of Term	
Office	Tidy and wipe down desk with warm water and detergent	End of Term	
Outside			
Storage Shed	Tidy and sweep	End of Term	
Sandpit Baskets	Tidy and wipe down with warm water and detergent	End of Term	

Equipment	Wipe down with warm water and detergent and put away any items into storage shed	End of Term	
START OF TERM			
Planning/Room	Discuss planning for term and rearrange room	Start of Term	
Medical/Communication Plans	Review with families and parents to sign off	Start of Term	
Term Jobs	Assign term jobs to each staff member	Start of Term	
Epipen	Practice Epipen at first staff meeting and each teaching member to sign off	Start of Term	
Emergency Drills	Assign week for emergency drill and which staff member to initiate	Start of Term	
First Aid Kits	Check contents of all first aid kits and re-stock if needed. Sign off this has been completed	Start of Term	
WORKING BEES (One per Term)			
Windows	Cleaned	Per Term	
Playground Equipment	Checked for loose parts or anything dangerous	Per Term	
Softfall	Raked and aired and re-stocked if required	Per Term	
Mulch	Raked and aired and re-stocked if required	Per Term	

ATTACHMENT 5-

Position Description Cleaner and Cleaning Schedule

Hurlingham Preschool Association Inc

BACKGROUND

Hurlingham Preschool is a sessional, parent run, not for profit community kinder that provides a high standard of education for preschool children. We have two 4yr old groups with up to 44 children and one 3yr old group with 22 children. We have six Educators, one Administrator and an Operations Manager. The kinder is run by a Committee of Management who is responsible for all facets of management of Hurlingham.

POSITION OBJECTIVE

Clean the premises in line with the list of duties.

ORGANISATIONAL RELATIONSHIP

The cleaner is to liaise with the *Nominated Supervisor Dee Millar* on a day-to-day basis, and is accountable to the committee for all employment issues.

RESPONSIBILITIES AND DUTIES

- Maintain a high standard of cleanliness and hygiene in completing all duties as specified in the work duties.
- Adhere to all service OHS safety procedures.
- Replace any equipment or furniture to the original place if moved as a part of cleaning duties.
- Use appropriately designated cleaning equipment for specific areas.
- Work in a cooperative manner with the committee, ensuring open communication on issues pertaining to all requirements of the service.
- Notify the committee of any requirements or concerns in relation to equipment and supplies involved in cleaning the service.
- Meet as required with either a staff or committee representative to ensure ongoing communication and ability to resolve any issues as they arrive.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is accountable to the committee and to *Nominated Supervisor Dee Millar* in relation to daily duties.

ESSENTIAL CHARACTERISTICS AND COMPETENCIES

- Reliability.
- The ability to plan, work and manage time effectively with limited directions and supervision.

ESSENTIAL REQUIREMENTS

- Experience in cleaning.
- Ability to plan and manage tasks effectively.

Checklist for Cleaner

AREA	REQUIREMENT	FREQUENCY
Main Area	Vacuum carpet and wash lino area	Daily
	Bins emptied	Daily
	Door knobs	Daily
	Bins washed out	Weekly
	Dusting-including window sills	Weekly
	Children's bag area, bays to be vacuumed out	Weekly
	Low shelves	Weekly
	Dusting including window sills	Weekly
	Children's bag area washed out	End of Term
	Blinds wipe down with moist cloth and detergent	End of Term
Foyer	Door knobs	Daily
	Wash floor	Weekly
	Dust	Weekly
Kitchen	Floor washed	Daily
	Bins emptied	Daily
	Door knobs	Daily
	Bins washed out	Weekly
	Cupboards wiped down	Weekly
Toilet Area	Toilets scrubbed and wiped	Daily
	Disinfect area around toilets/tap area	Daily
	Door knobs	Daily
	Floor washed	Daily
	Bins emptied	Daily
	Bins washed out	Weekly
	Dusting- including window sills	Weekly
	Refill handwash soap	Weekly or as required
Office Area	Empty recycle bin	Daily

	Vacuum	Daily
	Bins emptied	Daily
	Door knobs	Daily
	Bins washed out	Weekly
	Dusting- including window sills	Weekly
Other	Rubbish bins- domestic	Weekly
	Rubbish bins- green(red)/green (blue)	Fortnightly
	Steam clean all carpets	Term 2 holidays/End of January holidays
	Wash and polish all lino/tile areas	End of January holidays