



# Health, Cleaning & Hygiene Policy

## Background

Beaconsfield Neighbourhood Centre (BNC) is fully committed to safeguarding the health and safety of all employees, tutors, members, children, volunteers and visitors attending our facility. Proper facility cleaning and hygiene can help prevent disease spread.

This policy is a legislative requirement for our Children's Room. It is in the interest of the children's health and safety that a high standard of hygiene is promoted at all times. It is essential that educators act as role models for the children in our care and follow sound hygiene practices.

## Purpose

The aims of this policy are:

- To detail proper hygiene procedures to ensure the provision of an environment that is safe, clean and sanitary.
- To reduce the risk of infectious diseases and illness spreading.
- To promote and protect the health, safety and wellbeing of children, educators and families using our licensed childcare 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 Children's Services Regulations 2020.

## Policy Statements

All new staff and volunteers are informed of the hygiene procedures as part of their induction.

While it is not possible to prevent all infections, BNC may prevent or control the spread of many infectious diseases by adopting simple hygiene practices:

- Cleaning
- Effective hand washing
- Exclusion of sick children, staff and visitors
- Immunisation

## Cleaning

Commercial cleaners are employed by Cardinia Shire Council to clean the entire Centre per an agreed scope of works. BNC contributes to the cost and monitors the day-to-day standard of the cleaning, reporting any deficiencies or additional requirements as necessary.

BNC purchases cleaning supplies that are available for employees to undertake additional cleaning throughout the day. All staff are responsible for replenishing or letting the purchasing officer know when cleaning supplies are low. Staff will clean frequently touched surfaces throughout the day (for example, keypads, pens, tabletops, door handles, light switches, desks, taps, kitchen surfaces and cupboard handles) and disinfect between sessions.

How to disinfect:

1. Wear gloves when disinfecting. Gloves should be discarded after each clean. Clean hands immediately after removing gloves.
2. Thoroughly clean surfaces using detergent (soap) and water.
3. Apply disinfectant to surfaces and use disposable paper towel or a disposable cloth.

4. Ensure surfaces remain wet for the period of time required to kill viruses (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes. A one-step detergent/disinfectant product may be used as long as the manufacturer's instructions are followed regarding dilution, use and contact times for disinfection (that is, how long the product must remain on the surface to ensure disinfection takes place).

The Children's Room playground sand is covered when not in use to avoid contamination.

### **Hand Washing**

The hand washing procedure is laminated and displayed at all hand washing facilities throughout the Centre. Our service will provide the appropriate height basins for children to wash their hands in the Children's Room as well as facilities appropriate for adults. Liquid soap will be provided for all individuals to wash their hands along with hand dryers or paper towel for people to dry their hands. Hand sanitiser is provided for use throughout the facility.

All individuals should wash their hands (or use sanitiser):

- Upon arrival to reduce the introduction of germs.
- Before and after handling food.
- After doing any dirty tasks such as cleaning.
- After wiping a child's nose or wiping their own nose.
- After coughing or sneezing.
- After going to the toilet.
- After removing gloves.
- Before and after nappy change procedures.
- After touching or cleaning up bodily fluids such as breast milk, urine, vomit and faeces.
- After giving first aid.
- Before and after giving medication. If giving medication to more than one child between each child.
- Handling animals.
- When exiting the Centre to prevent taking any germs home.

Wearing gloves does not replace the need to wash your hands. Hand hygiene must be performed before and after using gloves. Cuts and sores must be covered with suitable dressings.

There are numerous times throughout the day when educators and other staff are able to model correct hand washing procedures for children attending BNC.

### **Immunisation: No Jab No Play**

Amendments to the Public Health & Wellbeing Act 2008 mean that from January 2016, our children's service cannot confirm enrolment of a child unless the parent/guardian has provided approved documentation that shows the child:

- is fully vaccinated;
- is on a recognised catch-up schedule if their child has fallen behind with their vaccinations; or
- has a medical reason not to be vaccinated.

Proof of a child's Immunisation Status is required upon annual enrolment in the Children's Room Programs. Updates must also be provided when vaccinations are received during the year. To meet

the service's requirements of the November 2018 legislative amendments, a mid-year reminder to provide a current Immunisation History Statement (IHS) will be sent to all attending families.

An IHS from the Australian Childhood Immunisation Register can be obtained by calling 1800 653 809, by emailing [acir@medicareaustralia.gov.au](mailto:acir@medicareaustralia.gov.au), online through a MyGov account or by visiting a Medicare Service Centre.

### **Illness/Infectious Disease**

Nobody should attend the Centre if they display any of the following symptoms:

- High temperature above 38 degrees
- Diarrhoea or vomiting in the last 24 hours
- Severe cold or flu or any coloured mucus accompanying a cold or cough
- Conjunctivitis
- Tonsillitis
- Rashes, Cold sores, Ringworm, Thrush
- Head Lice
- Contagious disease (this may include chicken pox, croup, Gastroenteritis, German measles, measles, mumps, whooping cough, hepatitis A, hepatitis B, streptococcal, slap cheek, school sores, hand, foot & mouth disease)

Should Children's Room staff discover a child is unwell during their licensed childcare session, with a temperature over 38 degrees or exhibiting other signs of illness, the parent/guardian will be notified of symptoms and will be asked to collect the child from the Centre immediately. If they are not available, the emergency contact and or ambulance will be notified. Other parents will also be notified of the illness in order to take the necessary precautions.

Confirmation from a doctor may be required upon the child's return to ensure they have completely recovered from the illness and are no longer contagious.

### **Roles and Responsibilities**

Management	<ul style="list-style-type: none"><li>• Provide policies and procedures to ensure highest standards of cleaning and hygiene at the Centre</li><li>• Ensure facility is cleaned</li></ul>
Staff/Educators	<ul style="list-style-type: none"><li>• Help children learn concepts of good personal hygiene, good habits when handling food, correct use of toilet and procedures for hand washing.</li><li>• Follow all policies and procedures.</li><li>• Monitor immunisation of children attending licensed services.</li><li>• Monitor health of self and children in care.</li></ul>
All Attendees (Members, Staff, Volunteers, Parents, Families, Visitors)	<ul style="list-style-type: none"><li>• Practice good hygiene.</li><li>• Avoid coming to the Centre when unwell.</li><li>• Observe the Health, Cleaning &amp; Hygiene Policy including signs posted throughout the facility.</li><li>• No smoking or vaping in or near premises</li></ul>

### **Related documents:**

Children's Services Regulations 2020: *Regulations 57, 72, 78*  
Food & Nutrition Policy

Toilet Training Procedures

Covid Related Policies & Procedures

### Document History

Version	Title	Author	Authorised	Date	Changes to Previous
1	Health, Cleaning & Hygiene Policy	Centre Coordinator	COM	Aug 2021	Original (Inclusion of relevant sections previously in Children's Room Programs Policy)
2	Health, Cleaning & Hygiene Policy	Centre Coordinator	COM	Sep 2025	Review and update for no vaping