

Cleaning Policy

Purpose

Bullfrog Children's Centre aims to minimise the number of germs that survive on surfaces. We aim to use the least number of chemicals based on reflective evaluation and practice. It is recommended to start the cleaning process in the cleanest areas and finish in the dirtier areas. This method helps to prevent cross-contamination because it decreases the risk of contaminating a clean room with germs from a dirty room.

Who is responsible

Approved Provider
Nominated Supervisor
Educators

Procedures

Maintaining clean and hygienic environments

- Every area of the centre must be kept hygienically clean and tidy, including all equipment.
- Correct cleaning products need to be used throughout the centre at all times.
- Correct use of chemicals - all chemicals are to be made up as per manufactures instructions. Instructions are detailed on the inside cupboard of the main chemical storage cupboard.

Cleaning cloths - are allocated by colour coding.

Their allocated use is to be strictly adhered to:

- Blue - art/ general cleaning
- Green - food
- Yellow - hand washing sinks
- Paper - all soiled areas including toilets

Cleaning bottles - are allocated by colour coding.

Their allocated use is to be strictly adhered to:

- Blue - art/ general cleaning
- Green - food
- Yellow - nappy change / bathroom

Spray bottles are not to be sprayed when children are within 3metres of the space. Spray directly into cloth when children are within 3 meters of the area.

Dust pans - are allocated by colour coding.

Their allocated use is to be strictly adhered to:

- Red - outside
- Yellow - general
- Blue - bathroom

Specific Cleaning

Toys/equipment -

- Toys need to be cleaned before returning to storage, as required on the table below.

Adapted from: Table 3.5 Staying Healthy 5th Ed.

When to clean different surfaces

Surface or area	washing requirements plus wash more as needed			
	twice daily	daily	weekly	set days/times
Adult Bathrooms- wash tap handles, toilets, toilet handles and door knobs				Mon, Wed & Fri
Beds, unless child is returning that week		•		
Bins		•		
Children's Bathrooms - wash tap handles, toilets, toilet handles and door knobs	•			
Cushions			✓	
Door knobs and gate tops/ latches		•		
Floors	•			
Fridge			•	
Kitchen - Food storage baskets, benches, floors, sink		•		
Lockers		•		
Cots		• As required		
Low shelves		•		
Other surfaces not touched by children		•		
Surfaces that children have frequent contact with eg tables, chairs, dividers		•		
Toys and objects put in mouth that are in cleaning box		•		
Toys that are not mouthed or noted to have blood or bodily substance			•	

- Should a toy be soiled, it needs to be removed from play and cleaned as soon as possible. All small items are to be placed in the oral cleaning box and others to be placed in the art room sink.
- Where possible toys equipment will be dried out in the sun.
- Toys need to be cleaned with red cleaning cloth and disinfectant.

Bathrooms - twice a day

1. Fill dispensers
2. Put gloves on
3. Sweep floor
4. Clean all areas (sink, dispensers, toilets) with disinfectant. Starting with the least soiled areas first and using the correct clothes/ paper towel.
5. Mop the whole bathroom floor
6. Place slippery when wet sign were clearly visible
7. Wash hands
8. Fill out cleaning chart
9. End of day only- Ensure there are no children present/near bathroom area before lightly spraying behind and around toilets with disinfectant spray
10. Place all equipment back in laundry
11. Wash hands

Nappy Change

After every change

1. Wash your hands before opening the gate to redirect child into play space.
2. Wipe the change mat (top and four sides) and bench top with disinfectant.
3. Wash hands

After last change at each routines time

1. Wash your hands before opening the gate to redirect child into play space.
2. Wipe the change mat (top and four sides), bench top and sink with disinfectant.
3. Wipe gate and gate lock with disinfectant.
4. Wash hands.
5. Sign name on nappy change clean checklist.

At the end of each the day

1. Fill dispensers if needed.
2. Sweep and mop floor.

Cot sheets

- All cot sheets are to be washed on site on the last day the child attends that week.
- Cot sheets are to be stored in the cot draws in each child's individual laundry bag

Cots

- Cots are to be thoroughly cleaned with disinfectant on the last day the child is in care each week. This includes slats, rails and mattress.

Bed Linen

- All bed linen is provided by families. On the first day of care the linen is to be provided and on the child's last day of care the linen is sent home for laundering.
- All soiled linen is handled as per our soiled clothes procedure.

Beds

- Beds are to be thoroughly cleaned with disinfectant on the last day the child is in care each week.

Soiled Clothes

1. Wash hands
2. Put gloves on
3. Reassure child and have the children remain in the bathroom area.
4. Get wet wipes and 2 plastic bags.
5. Place wet clothes in bag and wipe over child with wet wipes.
6. Place soiled clothes in another plastic bag.
7. If soiled with stool, showering maybe required (ensure 2 staff are present) and you have notified supervisor on shift.
8. Place soiled wipes in a plastic bag and put in the nappy change bin when finished.
9. Remove gloves
10. Wash hands.
11. Redress or aid the child to redress. Never leave the child unattended.
12. Wash hands
13. Place the soiled clothes bag on a soiled clothes hook in the nappy change area. Ensure that the child's name and the date is clearly written on the bag.
14. Wash hands
15. Record a message to the family on the ipad via the kiosk 'Please collect laundry'

Carpets

- All carpets are to be vacuumed once daily
- All carpets are to be steam cleaned once per year or as required

Related Statutory Obligations and Considerations

Australian Workplace Safety Standards Regulations 2005
 Children (Education and Care Services National Law Application) Act 2010
 Education and Care Services National Regulations 2011
 Work Health and Safety Act 2017
 Work Health and Safety Regulations 2017
 Public Health Act 2010

Amendment History

Current

<i>Amendment Date</i>	<i>Amended by</i>	<i>Position</i>	<i>Summary of amendments</i>	<i>Next review date</i>
July 2020	Kimberly Wheatley	Director	Added cleaning in our new 0-2 room. Increased cleaning regularity of low shelves and surfaces in light of covid-19.	May 2021

History

<i>Amendment Date</i>	<i>Amended by</i>	<i>Position</i>	<i>Summary of amendments</i>	<i>Next review date</i>
May 2020	Renae Kidd	Co-Director	Numbers have increased on M & F so back to cleaning the bathroom twice	May 2021

			daily. Consulted all staff via diary.	
May 2019	Kimberly Wheatley	Director	only change is to children bathroom cleaning. Low numbers Mon and Fri so once a day only needed. Review as numbers increase	May 2020
May 2018	Kerrie Shakespeare	Director	added cushion cleaning	May 2019
June 2016	Kerrie Shakespeare	Coordinator	Reviewed with team	April 2017

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.