

Hygiene Policy

Reference: Education (Early Childhood Services) Regulations 2008, regulation 45,46
Licensing Criteria for Early Childhood Education and Care Centres 2008, PF16, PF18, HS1
Ministry of Health, 1997, *Nga Kupu Oranga, Healthy Messages, a health and safety resource for early childhood services.*

Rationale: Little Explorers recognizes the responsibility it holds regarding the safety and cleanliness of the environment it provides for children, families and staff. Little Explorers aims to maintain a high standard of hygiene to promote the health and wellbeing of children and team members

Objectives:

- To ensure that a safe hygienic premises, furniture, furnishings, fittings, equipment and materials are maintained at Little Explorers.
- To minimise the risk of spreading infectious diseases.

Procedures for general hygiene:

- Daily cleaning will be completed by the staff only if the correct adult: child ratios are still maintained. All staff members have an end of the day job to complete. Cleaners will be employed to clean the floors, bathrooms and walls at the end of each day. Staff are to leave a note for the cleaner in the cleaning services communication book detailing cleaning that is required if direct contact is not possible.
- A cleaning schedule with details of daily, monthly and term cleaning will be displayed in the kitchen.
- Cleaning will be completed more regularly if an outbreak of an illness occurs or time permits it. These schedules are the minimum.
- The management team will regularly check that the centre is clean and tidy.
- The management team will ensure that all cleaning products are available for staff to complete their cleaning requirements.
- Notices in the Kitchen, Bathrooms, Laundry and Art room will inform staff of the correct cloths and procedures to use for the specific job.
- Separate mops and buckets will be used only for the bathrooms. These mops are clearly named with a waterproof marker. Mops will be hung outside to dry after use, in the staff only area of the centre.
- All cleaning products are clearly named with products not in use being stored securely in the laundry top cupboards or in a child proof cupboard in the kitchen.
- Playdough is to be made up in bulk at the beginning of each week. This is then stored in the plastic playdough container and replaced weekly. Any playdough that is mouthed or lands on the floor is to be binned immediately. All used equipment is to be washed regularly.
- The outside environment is maintained as part of the outside daily checklist. This ensures that the sandpit is raked and the environment is clear of rubbish prior to the children playing.

- Any major cleaning is to be brought to the management's attention through the maintenance list comments so that it can be seen to immediately.
- Gas hot water is set at the required 55degC (maximum for gas) in areas inaccessible to children.
- The centre uses Bleach, Disinfectant, Jif, window cleaners, dishwashing powder and liquid to complete its cleaning requirements.
- Signs will be displayed in the centre to remind staff, children and whānau to keep our environment tidy.
- Children will be involved in tidying and cleaning the environment to encourage respect. Their jobs will include washing the chairs, tables and outside equipment with child safe dishwashing liquid.
- When cleaning items all purpose cleaner will first be used followed by disinfecting with a bleach spray bottle.
- For any messy play the table will be covered with a waterproof cover.
- In each of the following areas staff will use the **appropriate** equipment

Kitchen - White handled scrubbers only with yellow dish cloths.
Assorted coloured bibs and flannels.
Big towels for spillages.

Art Rooms - Blue or red scrubbers and cut rags for art spillages.

Bathrooms – Paper towels for the changing mats.
Paper towels to be used for blood and thrown away immediately.
Big towels are to be used for vomit and urine and then thrown away or soaked and washed.
Assorted coloured flannels for children's face cloths.

Laundry - Black scrubbers are stored in the laundry for dealing with animal faeces.

Bedding - All bedding will be washed weekly or fortnightly if only used 1 or 2 times a week.

Tables + Chairs - All purpose cleaner and appropriate cloths are used for regular cleaning throughout the day. Art cloths are used for cleaning art messes, yellow dish cloths is used to clean tables before and after eating and blue dish cloths are used to clean chairs.

- For cleaning schedule please refer to daily, weekly and term cleaning sheets displayed in the health and safety file.

Procedures for hygiene in the nappy/toilet areas or other soiled areas:

- Rubber gloves will be worn at all times for cleaning the toilets.

- Diluted bleach will be used in the nappy changing area, toilets and sinks. Bleach mixes will be made up when required to the measurements on the bottle and to the manufacturer's recommendations and Ministry requirements.
- Dilute the bleach with water to make a 0.5% hypochlorite solution.
- Wear gloves when handling undiluted bleach. For toilet cleaning use a product that contains at least 0.5% hypochlorite.
- In nappy changing areas, make sure that the bleach has dried or use a paper towel to adequately dry the area to prevent bleaching children's clothing.

Approved by: Name: Position: Date:	Ki Mansell Supervisor 26/05/16
Consultation:	Management.
Next Review Date:	October 2017
Copies Located:	Operations Manual.