

D-2 Hygiene

NQS

QA. 1.1.1	Approved learning framework.
QA. 1.1.3	Program learning opportunities.
QA. 2.1	Health.
QA. 2.1.2	Health practices and procedures.
QA. 2.2.1	Supervision.
QA. 2.2.2	Incident and emergency management.
QA. 3.1.2	Upkeep.
QA. 4.2.2	Professional standards.
QA. 5.1.1	Positive educator to child interactions.
QA. 5.2.1	Collaborative learning.
QA. 6.1	Supportive relationships with families.
QA. 6.1.1	Engagement with the service.
QA. 7.1.2	Management systems.

National Regulations

Reg. 77	Health, hygiene, and safe food practices
Reg. 106	Laundry and hygiene facilities
Reg. 109	Toilet and hygiene facilities
Reg. 168	Education and care service must have policies and procedures

My Time, Our Place

LO. 1	Children and young people have a strong sense of identity
	Children and young people develop knowledgeable and confident self-identities and a sense of positive self-worth
	Children and young people feel safe, secure, and supported
LO. 3	Children and young people have a strong sense of wellbeing
	Children and young people become strong in their social emotional and mental wellbeing
	Children and young people are aware of and develop strategies to support their own health mental and physical health and personal safety.
LO. 4	Children and young people are confident and involved learners
	Children and young people transfer and adapt what they have learned from one context to another
LO. 5	Children and young people are effective communicators

Policy Statement

Our Centre aims to provide a healthy and hygienic environment which will promote the health of the children, educators and parents using our service. Children and parents will be encouraged to share ownership to maintain hygienic practices in the service. Educators will ensure they maintain, and model current hygiene procedures as advised by the NSW Department of Health. Educators will engage children in experiences, conversations, routines, and responsibilities that promote children's understanding of the importance of hygiene for the wellbeing of themselves and others ("My Time, Our Place" 3.2, 4.2, 4.3).

Related Policies

- Sylvania Heights BASC Policy A-3: Philosophy
- Sylvania Heights BASC Policy D-4: Food Safety and Handling
- Sylvania Heights BASC Policy D-10: First Aid
- Sylvania Heights BASC Policy D-13: Illness and Infectious Diseases
- Sylvania Heights BASC Policy D-15: Allergies
- Sylvania Heights BASC Policy D-32: Covid-19
- Sylvania Heights BASC Policy E-1: Daily Routines

Procedure

Under Regulation 77, the Approved Provider and Nominated Supervisor of an education and care service must implement, and ensure that all staff members of, and volunteers at, the service implement adequate health and hygiene practices. This includes safe practices for handling, preparing, and storing food to minimise risks to children being educated and cared for by the service (Centre).

Educators will maintain and model appropriate hygiene practices and encourage children to adopt the same. As part of children taking increasing responsibility for their own health and physical wellbeing, educators should acknowledge children who are modeling good hygiene practices and use these examples to provide opportunities for children who have not developed the same level of awareness.

Informal education in proper hygiene practices will be conducted on a regular basis, individually or through group conversations, planned experiences, inclusion in service routines and reminders. Health and hygiene practices will be highlighted to parents, and where appropriate, information sheets or posters will be used by Educators to support these practices.

Educators will aim to provide a non-judgmental approach to differences in hygiene practices and standards between families in order to support children's developing sense of identity. Where practices differ to standards expected within the Centre, educators will remind children that these are practices to be followed in the Centre, but they may be different for them at home.

To reduce the risk of spreading infection, hand washing will be practiced by all educators and children upon entering the service, before preparing or eating food and after other tasks such as toileting, cleaning up any items, wiping a nose, coughing, sneezing, before and after administering

first aid, playing outside, or handling an animal. Children and educators are to cough/sneeze into their inner elbow or use a tissue to cover their mouth and nose and place the used tissues in the bin immediately after use. If using alcohol-based hand sanitizer in place of soap it will contain 60-80% alcohol.

All Educators must wear disposable gloves when in contact with blood, open sores or other bodily substances, clothes contaminated with bodily fluids or cleaning up a contaminated area. Staff must wash hands with soap and water after removing the gloves. Staff with cuts, open wounds, or skin disease such as dermatitis should cover their wounds and wear disposable gloves. Used gloves should be disposed of safely.

The Centre will be cleaned daily, and rosters maintained as evidence of the cleaning tasks being undertaken.

All toilet facilities will have access to a basin or sink with running water, soap, and paper towel for washing and drying hands. The Responsible Person on duty will ensure these items are available and replenished when necessary.

During school terms, toilet facilities will be cleaned daily by cleaners supplied by the school. During vacation care, the toilet facilities will be cleaned and disinfected daily by Educators.

Women and girls will have access to proper feminine hygiene disposal.

Soap and paper towel will always be available in the kitchen area.

Surfaces will be cleaned and disinfected after each activity. At the beginning and end of each day, all contaminated surfaces will be cleaned and sanitised.

Toys will be washed, cleaned, and disinfected on a regular basis with material items such as dress ups and cushion covers laundered as required but a minimum of once per school term.

Children will be encouraged not to share hats.

Food and Hygiene

All food will be handled, prepared, and stored in a hygienic manner.

Kitchen equipment will be cleaned and stored appropriately between uses.

Surfaces will be cleaned and sanitised before and after food preparation.

Children will be encouraged to be involved in food preparation to assist them to have opportunities to learn more about hygienic practices when preparing food. Disposable gloves will be provided to the children. This participation should always be supervised, and an explanation provided to children on the reasons why hygienic conditions must be maintained. Children with severe allergies will be redirected to other activities if the food being prepared involves allergens that they could react to.

Children will be encouraged not to share their drinking and eating utensils or utensils that have been dropped on the floor to prevent the spread of bacteria and infection (see D-13 Illness and Infectious Diseases Policy).

Tongs will be used for the serving of food. Where possible, educators will encourage children to self-serve food and drinks, encouraging the development of their food handling skills (See Food Safety and Handling policy) as well as acknowledging their growing sense of independence.

All cups, plates and utensils will be washed and sanitised either in the dishwasher or by using hot, soapy water, and an appropriate food grade sanitiser.

As well as washing hands prior to food preparation, educators will also wear disposable gloves. Care must be taken to avoid contaminating food by only using gloves for one continuous task and then discarding them. Gloves must be removed, discarded, and replaced with a new pair before handling food and before working with ready to eat food and after handling raw food.

Gloves must be removed, discarded, and replaced after conducting any non-food preparation task such as using the toilet, smoking, coughing, sneezing, using a handkerchief, eating, drinking, or touching the hair, scalp, or body, etc.

All rubbish or left-over food is to be disposed of immediately in lidded bins. Educators will ensure bins are emptied daily or more regularly where required. Bins will be washed and disinfected regularly.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- My Time, Our Place Framework for School Age Care in Australia
- NSW Public Health Act 2010
- NSW Department of Health Guidelines
- Network of Community Activities 'Hygiene' Policy
- Food Standards Australia New Zealand
- Work Health and Safety laws and regulations
- Federal Department of Health Coronavirus information sheets.

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