



CLEANING PROCESS

QUALITY AREA 2 – CHILDREN'S HEALTH AND SAFETY

QUALITY AREA 3 – PHYSICAL ENVIRONMENT

This policy covers both the **Occasional Care** and **Kindergarten** programs.

Statement

At Klemzig Kindergarten we promote a healthy and safe environment. To best manage and reduce the spread of common infectious diseases among people, regular cleaning and disinfecting is required. When cleaning personal protective equipment (PPE) is recommended.

- Tables and surfaces used for eating and food preparation will be hygienically cleaned and disinfected in line with the "Food Standards Australia and New Zealand" and using safe cleaning products before and after each meal or snack.
- At the end of term all tables and chairs are cleaned thoroughly to remove any dirt build up.
- Kitchen will be cleaned daily during term time and more often if necessary. Sinks, counters, and floors will be cleaned and disinfected at least daily.
- Bathrooms and toilets will be cleaned daily when children are present or more often if necessary. Sinks, counters, toilets, and floors will be cleaned and disinfected at least once throughout the day when children are present and then as needed.
- Carpets will be vacuumed at least daily during term time and more often if necessary. Shampooing will occur at least twice a year.
- Hard floors will be swept when required and mopped with disinfectant daily during term time or more often if needed. These are polished twice a year or as required.
- All equipment is cleaned and maintained regularly to ensure it is safe for child use. Any broken items that cannot be repaired or are unsafe are to be immediately disposed of.
- Washing Roster is a shared task with parents. They volunteer to clean loads of washing each week or as required.
- Bins will be available to children and staff and will be emptied when full or as needed.
- Professional general cleaning of the entire site will be done as per contract (currently at the end of the day that children attend) or as needed.
- Over each holiday period professional cleaners provide a thorough clean of the inside and outside of the building.
- Staff are to complete a safety check of the site each morning, document and remove any objects as required through correct handling procedures.

Due to COVID-19 and DfE processes and procedures Klemzig kindergarten cleaning has increased. These include:

- *All people on site must wash or sanitise hand, before group/mat times, before eating, after toileting, upon departure.*
- *Play dough is to be discarded at the end of each group session.*
- *Play equipment (sand toys, puzzles etc.) are to be washed down or sprayed at least weekly.*
- *Sand pits are raked at the beginning and end of each day during term time and covered at the end of each day.*

Responsibilities

Staff

- Educators will be made aware of this process through the Induction procedure
- The process will be available on the Kindergarten web page
- This policy will be reviewed in conjunction with staff and Governing Council parents according to the review cycle.

Parents

- Will be made aware of this site-based process upon enrolment of their child at the Kindergarten

*Ratified by Governing Council November 2022
to be reviewed annually*