

# JUNEE PRESCHOOL POLICIES

## **Cleaning and Maintaining the Environment**

### *Quality Area 3: Physical Environment*

#### **Introduction**

Children have the right to an education in an environment that provides for their health and safety. Good cleaning and maintenance of the environment ensures that illness and unintentional injuries are avoided. Environmental responsibility also encompasses the cleaning and maintenance of the education and care service in ways that are sustainable and environmentally friendly.

#### **Goals / What are we going to do?**

- ◁ Follow procedures and schedules that ensure the buildings, premises, furniture and equipment are safe, clean and well maintained.
- ◁ Promote awareness of environmental sustainability through daily practices and information sharing.
- ◁ Involve children in discussions about health and safety issues and support children to develop guidelines to keep the environment safe for all.
- ◁ Encourage eco-friendly practices and encourage staff, children and families to use chemical free options for cleaning.

#### **Strategies / How will it be done?**

##### **The Approved Provider will:**

- ◁ Arrange for the education and care service to be cleaned by professional cleaners at the end of each day.
- ◁ Ensure that written policies and procedures regarding child safe environments are developed.
- ◁ Develop systems to ensure that daily checks and risk assessments of the environment are documented and that where repairs, cleaning or maintenance issues are identified, they are attended to promptly.

## JUNEE PRESCHOOL POLICIES

### **The Nominated Supervisor will:**

- ◁ Develop systems to ensure that the daily cleaning of the service is carried out to a satisfactory standard.
- ◁ Ensure that educators are familiar with policies related to cleaning and maintaining safe environments for children.
- ◁ Ensure that daily checks and risk assessments of the environment are conducted and documented.
- ◁ Respond to any identified risks, repairs, cleaning or maintenance issues promptly.
- ◁ Support educators to research and consider alternative and sustainable cleaning options and arrange for regular professional development to ensure a clean and safe environment for children.

### **Educators will:**

- ◁ Ensure that cleaning duties do not compromise care and supervision of children at any time.
- ◁ Identify when the building, premises, furniture or equipment require cleaning or maintenance. The identified issue will be dealt with immediately.
- ◁ This will be done by cleaning as required or by removing the damaged furniture or equipment to be repaired or discarded as decided by the nominated supervisor and the approved provider. The educator will complete the building/yard check form and refer this to the nominated supervisor for attention.
- ◁ Involve children in discussions about health and safety issues and support children to develop guidelines to keep the environment safe for all.
- ◁ Role model good cleaning practices for the children and encourage children to be involved in the cleaning of the environment where appropriate.
- ◁ Support children to have an active role in caring for their environment and to contribute to a sustainable future.
- ◁ Be responsible for spot cleaning the education and care service to ensure cleanliness and hygiene standards are maintained throughout the day.
- ◁ Consider sustainable practice when they are cleaning. They will reflect on their practices and access professional development, journals and the Internet for more ideas on eco-friendly cleaning options.
- ◁ Lemon disinfectant and water for cleaning the bathrooms and nappy change mats throughout the day.

## JUNEE PRESCHOOL POLICIES

◁ Consider using the following:

» Bees wax – alternate to furniture and floor polish.

◁ Aim to minimise waste by:

» Encouraging recyclable materials to be placed in labelled recycling containers rather than garbage bins.

» Recycling food scraps at meal and snack times. Children and educators can place food scraps into these containers which will then be placed in composting containers. The kitchen will have containers for food scraps and recycling for educators to use. These scraps will then either be composted in our compost bin, used in the worm farm, feed to the chickens or guinea pig, or put in the town compost collection bin.

### SOURCES

◁ NSW Government Office of Environment and Heritage

[www.environment.nsw.gov.au/households/green-cleaning.htm](http://www.environment.nsw.gov.au/households/green-cleaning.htm)

◁ Australian Government Department of the Environment and Energy -

[www.environment.gov.au](http://www.environment.gov.au)

◁ Health and Safety in Children's Centres: Model Policies and Practices

(2nd ed.) – [www.community.nsw.gov.au/docswr/\\_assets/main/documents/childcare\\_model\\_policies.pdf](http://www.community.nsw.gov.au/docswr/_assets/main/documents/childcare_model_policies.pdf)

### LEGISLATION

◁ Education and Care Services National Regulations

◁ Guide to the National Quality Standard (3) ACECQA (2015)

◁ Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011

◁ The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011