

Background

Maintaining a high level of cleanliness and hygiene is vital for health and wellbeing. This is especially so, for young children whose immune systems are still developing which thereby makes them more susceptible to infections. In early childhood education and care services, children have frequent and close physical contact with other children. In addition, their personal hygiene needs such as nappy changing takes place on shared facilities. Facilities and equipment as such need to be cleaned and sanitised regularly.

Policy statement

The Service ensures the premises, furniture and equipment are safe, clean and well maintained. Cleaning tasks are scheduled, and the procedures are those recommended by recognised authorities and according to regulations. Safe natural and effective cleaning products are used wherever possible. Educators model safe and healthy hygiene practices and routines to the children and involve the children in maintaining a clean environment.

Strategies and practices

- The Service follows elements of National Health and Medical Research Council (NHMRC) Staying Healthy in Childcare publication.
 - Services follow the 3-step cleaning process to ensure effective routine cleaning Follow the manufacturer's' instructions on how much product to use and dilution ratios. Vigorously rub the surface to physically remove germs.
 - Rinse the surface with clean water.
 - Dry the surface with disposable paper towel.
- The Service reviews the range of cleaning products available at least once per year when reviewing the Service's *Environmental Sustainability Policy*.
- Educators ensure the areas used by children are safe and clean throughout the day (e.g. clean spillages as they occur, sweep floors, wash tables before and after meals).
- Children are intentionally taught effective hygiene routines.
- Educators in each room follow a Room Cleaning Checklist which lists cleaning tasks (e.g., washing dress ups, soft toys, cushion covers, furniture) to ensure the building, furniture and resources used by children are regularly cleaned.
- Nappy change areas are cleaned after each change, and at the end of the day. Bathrooms are cleaned at scheduled intervals throughout the day, and at other times when necessary. Refer to the Hygiene Guidelines – General (2a&2b. Nappy Change Mats & Toilets).
- Rubbish bins are emptied at regular intervals throughout the day, or at any other time the bins are full or unpleasant, and plastic liners replaced. Refer to the Hygiene Guidelines – General (3. Rubbish Bins).

- Wherever possible, the Service purchases materials, equipment, toys, and other products which are washable and easy to maintain.
- Gloves are worn when cleaning bodily fluids, during nappy changes and toileting and when cleaning bathrooms. When reusable general purpose or ordinary kitchen (non-latex) gloves are used, the gloves are washed and pegged outside to dry.
- To prevent cross-contamination between work areas, educators use paper towel only for cleaning bodily fluids and bathrooms, colour coded cloths which are soaked and washed daily are used for all other cleaning. In addition, cleaning implements such as gloves and scourers are confined to specific areas and are single use only.
- Each room has its own cleaning equipment and supplies (e.g., buckets, mops, brooms, dustpan and brushes). Cleaning items are air dried and stored in places inaccessible to children. Blood or bodily fluids are cleaned immediately using paper towel only. Refer to the Service's Hygiene Guidelines – General (5. Mops).
- Rest mats/beds are cleaned using the 3-step process at the end of each rest period. Cots are cleaned after each child's use at the end of the day. Parents take their children's linen home to launder each week, or as required. Service supplied linen is washed after each child's use. Refer to the Hygiene Guidelines – General (1. Beds and Cots).
- Individual children's linen, towels, face cloths, mattress, and rest mat covers/sheets, if soiled or wet, are sent home for washing that day.
- Soiled items of clothing and linen to be sent home for washing are placed in sealed containers inaccessible to children. Each room has a soiled items storage area which contains a labelled, sealed container. This container is used to store children's soiled items prior to being sent home for washing each day. Refer to the Hygiene Guidelines – General (12. Soiled Items Storage Area).
- Items to be laundered at the Service are placed in sealed containers in the laundry, soaked and washed daily. Refer to the Hygiene Guidelines – General (8. Laundry).
- Toys are washed regularly. Mouthed toys are placed in a labelled container with a lid and cleaned according to the Hygiene Guidelines – General (6. Toys including Mouthed toys).
- The sandpit is covered when not in use and raked over each morning to remove any dangerous or foreign matter. In the event of sand being soiled by urine, faeces, food or other materials during the day, children are removed from the sand pit and the contaminated sand addressed. Refer to Hygiene Guidelines – General (7. Sandpit).

Additional safe practices for babies

- To ensure that a child does not have access to a toy that has been mouthed by another.

Responsibilities of parents

- To take home their child's soiled clothing and linen for washing.

Procedure and forms

- Bathroom Cleaning Checklist
- Chemical and Hazardous Product Register
- Hygiene Guidelines – General
- Room Cleaning Checklist
- Sand Pit Cleaning Procedure
- Use of Chemicals – Solo Pak Hygiene

Links to other policies

- Environmental Sustainability Policy
- Food Preparation, Storage and Handling Policy
- Managing Infectious Diseases Policy
- Nappy Change and Toileting Policy
- Sleep and Rest Policy

Links Education and Care Services National Regulations 2011, National Quality Standard 2018

Regs	77	Health, hygiene and safe food practices
	88	Infectious diseases
	103	Premises, furniture and equipment to be safe, clean and in good repair
	106	Laundry and hygiene facilities
	109	Toilet and hygiene facilities
	112	Nappy change facilities

QA	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented
	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented
	3.1.2	Premises, furniture, and equipment are safe, clean and well maintained

Sources

- Education and Care Services National Regulations 2011
- Guide to the National Quality Standard 2018
- National Health and Medical Research Council. (2024).
- Staying Healthy: Preventing infectious diseases in early childhood education and care services (6th Edition). <https://www.nhmrc.gov.au/guidelines-publications/ch55> accessed 23 June 2025

Further reading and useful websites

- Queensland Health – Disease prevention in education and care services: <https://www.health.qld.gov.au/> accessed 23 June 2025
- WorkCover Queensland – <https://www.worksafe.qld.gov.au/> accessed 23 June 2025
- Australian Children’s Education & Care Quality Authority (ACECQA) – <https://www.acecqa.gov.au/> accessed 23 June 2025

Policy review

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur, and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Version Control

Version	Date Reviewed	Approved By	Comments/Amendments	Next Review Date
1	8 January 2018	Kaylene Harper	Updated to changed NQF requirements 1 February 2018.	January 2019
2	6 February 2019	Kaylene Harper	Accessed sources and further reading/useful websites.	February 2020
3	28 January 2020	Kaylene Harper	Accessed sources and further reading/useful websites.	January 2021
4	7 April 2020	Kaylene Harper	Amended cleaning information	April 2021
5	14 October 2020	Kaylene Harper	Reviewed policy. Accessed sources and further reading/useful websites.	October 2021
6	27 September 2021	Kaylene Harper	Reviewed policy	September 2022
7	27 September 2022	Linda Hollard	Reviewed policy, Updated sources and further reading websites.	September 2023
8	23 August 2023	Grace McKinstry	Reviewed policy, Updated sources and further reading websites.	August 2024
9	1 July 2024	Tiffany Boeske	Reviewed policy Accessed sources	July 2025
10	23 June 2025	Gen Mahaki	Reviewed policy, updated sources and further reading websites.	June 2026