



**ABN: 41095691384**

# **Staff Health, Safety and Hygiene Policies and Practices**

*95 Glenora Street,  
Wynnum Qld 4178  
Ph:(07) 3396 8800*

[www.montessorijourney.com.au](http://www.montessorijourney.com.au)

**Reviewed:** 01/10/2023

**Reason:** Added phone numbers for easy access for staff

**Sourced:** From QLD health, Guide to the National Law and the National Regulations

## Table of Contents

|                                                                                                                                               |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Physical Environment Policy .....</b>                                                                                                      | <b>1</b>  |
| Aim .....                                                                                                                                     | 1         |
| Child-safe environment.....                                                                                                                   | 1         |
| Outdoor safety procedures .....                                                                                                               | 1         |
| Outdoors.....                                                                                                                                 | 1         |
| Safety of the building.....                                                                                                                   | 1         |
| Sandpit management procedure .....                                                                                                            | 1         |
| Maintenance and improvements .....                                                                                                            | 2         |
| This centre is a tobacco, drug and alcohol-free environment .....                                                                             | 2         |
| <b>Educators Supervision Policy .....</b>                                                                                                     | <b>3</b>  |
| Procedures.....                                                                                                                               | 3         |
| Process to always monitor who enters and leaves the service premises.....                                                                     | 3         |
| Procedure for releasing children from the service .....                                                                                       | 4         |
| In the event a parent needs a different pick up .....                                                                                         | 4         |
| Parent/Guardian not allowed to pick up the child.....                                                                                         | 4         |
| Refusal of authorisation for a child to leave the service .....                                                                               | 4         |
| Collection of children after hours .....                                                                                                      | 4         |
| <b>Cleaning and Hygiene Practice and Procedures .....</b>                                                                                     | <b>5</b>  |
| Which areas should I prioritise for cleaning? .....                                                                                           | 5         |
| Clean these daily with detergent and warm water .....                                                                                         | 5         |
| Clean these weekly with detergent and warm water.....                                                                                         | 5         |
| Schedules for cleaning the equipment used by the children and procedure before putting construction, books, and teaching resources away ..... | 6         |
| Dealing with spills of blood and other body fluids.....                                                                                       | 6         |
| Remember .....                                                                                                                                | 6         |
| Cleaning technique and bathroom cleaning procedure .....                                                                                      | 6         |
| Use colour coded sponges in each area.....                                                                                                    | 6         |
| Use colour coded mops in each area.....                                                                                                       | 7         |
| Use of bleach.....                                                                                                                            | 7         |
| Remember .....                                                                                                                                | 7         |
| Types of disinfectants .....                                                                                                                  | 7         |
| Inside implementation of toxic and potentially dangerous products .....                                                                       | 8         |
| Outside implementation of toxic and potentially dangerous products.....                                                                       | 8         |
| Maintenance and improvements .....                                                                                                            | 8         |
| Maintenance and improvements .....                                                                                                            | 8         |
| Washing machine and laundry facilities .....                                                                                                  | 8         |
| Hand washing for staff and children .....                                                                                                     | 9         |
| When to wash hands (children).....                                                                                                            | 9         |
| When to wash hands (staff).....                                                                                                               | 9         |
| <b>Food Safety and Hygiene Practices .....</b>                                                                                                | <b>10</b> |
| Centre golden rules .....                                                                                                                     | 10        |
| Food handling procedures and storage .....                                                                                                    | 10        |
| Food safety and hygiene practices .....                                                                                                       | 10        |
| Gloves are for personal preference. ....                                                                                                      | 10        |
| The centre will monitor staff compliance. ....                                                                                                | 10        |
| <b>Toileting Policy.....</b>                                                                                                                  | <b>11</b> |
| Toileting procedure.....                                                                                                                      | 11        |
| Washing machine and laundry facilities .....                                                                                                  | 11        |

|                                                                                                                                                            |           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Emergencies and Evacuation Procedures.....</b>                                                                                                          | <b>12</b> |
| Aim .....                                                                                                                                                  | 12        |
| Fire drills.....                                                                                                                                           | 12        |
| Power cuts.....                                                                                                                                            | 12        |
| Water cuts .....                                                                                                                                           | 12        |
| Storms and natural disasters.....                                                                                                                          | 12        |
| Bushfire smoke procedure .....                                                                                                                             | 12        |
| In the event of theft while staff are present (possible lock down procedure).....                                                                          | 12        |
| In case someone is entering the childcare centre while suffering from the effects of drugs or alcohol, staff members should:.....                          | 13        |
| Violent persons/Hostages in the case of a non-custodial parent, relative or stranger seeking to remove a child from the centre, staff members should:..... | 13        |
| Lock down procedure. ....                                                                                                                                  | 13        |
| First Aid procedure in a serious accident or a health-related emergency .....                                                                              | 13        |
| Emergency phone numbers.....                                                                                                                               | 13        |

### **Please Read other related policies:**

**Child Protection Policy and Procedures** – Please read the **Family Handbook** and the **Staff Handbook**.

**Infectious Diseases and Sickness Policy** – Please read the **Family Handbook**.

**Medical Conditions Policy** – Please read the **Family Handbook**.

**Sleep/Rest time Policy** – Please read the **Family Handbook**.

**Excursion Policy** – It is a policy on its own.

**Nutrition Policy** – Please read the **Family Handbook** and we have a nutrition folder with lots of great ideas for parents and early childhood educators.

**Behaviour Guidance Policy** – Please read the **Family Handbook**.

**Authorisation for Collection of children** – Please read the **Family Handbook**.

**Inclusion/Non-Discriminatory Policy** – Please read the **Family Handbook**.

**Policy on Toxic and other Potentially Dangerous Products** – In this policy.

**Strategies for Environmental Sustainability** – Please read the **Family Handbook**.

For any online information on workplace health and safety go to <https://www.worksafe.qld.gov.au/>

# Physical Environment Policy

## Aim

The aim is to provide an environment that prevents injury to all those who attend the centre to the best of the early childhood educators' ability. Educators will be encouraged to practice safe lifting procedures of equipment and children. Equipment will be set out in a way that is safe for use with either soft fall or matting. Children will be encouraged to use the equipment safely.

## Child-safe environment

The outdoor playground equipment is selected according to the age group of the children. Educators check it to ensure that it is safe and in good working order. The soft fall areas within the playgrounds are regularly attended to and comply with safety regulations. Educators are conscious of fostering within the children safe playground behaviours through the appropriate use of equipment.

## Outdoor safety procedures

The outdoor playground equipment is selected according to the age group of the children. It is to be checked by staff to ensure that it is safe and in good working order. The soft fall areas within the playgrounds need to be regularly raked to comply with safety regulations. The layout and maintenance of all indoor and outdoor equipment and surfaces should be carefully selected to minimize the possibility of injury to children. Staff to be conscious of fostering within the children safe playground behaviours through the appropriate use of equipment. The centre has a checklist for the buildings and equipment that needs to be filled out each term. Staff will be encouraged to practise safe lifting procedures of equipment and children.

## Outdoors

- All movable equipment must be stored in a safe and orderly fashion when not in use or at the end of each day. At least two staff to help set and pack up.
- The playground will be kept clean of band aids, tissues etc.
- Outdoor storage areas are to be kept tidy and always shut.
- No children to enter the storage areas.
- Check safety gates are always secured.
- Safety checks will be carried out by all staff that are setting up the outdoor or indoor area, anything that is broken or needs attention must be left in the office or the director must be notified.
- Educators must be always vigilant in supervising the children.

## Safety of the building

Any broken or protruding areas of the building need to be brought to the director's attention straight away.

## Sandpit management procedure

- Our sandpit is either washed beach or river sand.
- The sandpit is adequately shaded when used by children but also gets the sunshine to disinfect the sand.
- The sand is raked daily and is regularly exposed to sunshine and fresh air which are the most effective disinfectants.
- We remove with a shovel and plastic bag to dispose of any contaminated sand or dangerous/foreign matter such as sharp objects or animal or human faeces and urine and the area is bleached. Gloves can be worn. Correct washing hands with or without Gloves must be done straight afterwards.
- We change the sand at least annually or sooner if needed. The sand is also topped up when it runs low.
- All toys are removed from the sandpit at the end of each day, covered to prevent contamination.
- Children and adults wash their hands with soap and water after playing in the sandpit.

**Maintenance and improvements**

Any maintenance that needs doing to the building or equipment is brought to the director/nominated supervisor's attention. Daily staff check all equipment as they put it out. Please report any maintenance that needs doing to the director or write it in the maintenance book. Staff will remove any unsafe or broken equipment and put it in the office or in the area away from children. A non-toxic, environmentally friendly pest control will treat the centre, as often as is necessary for the control of pests.

**This centre is a tobacco, drug and alcohol-free environment**

Please refrain from smoking in the centre and car park. The Montessori Journey is a smoke free centre.

## Educators Supervision Policy

Supervision is critical to the safety of children. Supervision helps to protect children from hazards and harm that may arise in their play and daily routines. Adequate supervision means that an educator can respond immediately. Every child should be monitored actively and diligently. This means knowing where children are at all times. Effective supervision requires educators to be actively involved with children in order to extend learning as well as monitoring children's safety. This cannot be done from a distance.

### Procedures

- Always have two or more members of staff on the premises.
- As near as practicable have two educators supervising in the classroom, depending on ratio of children to educators.
- Educators to prioritise needs of the children i.e., children's eating and drinking have a priority over children reading a book.
- Educators to always inform other educators when leaving the room or outside i.e., to go to the bathroom.
- Educators to be mindful of children going into the classroom alone.
- Educators to be mindful when supervising outside and not to be consumed with conversations with other educators or parents at the expense of the safety of the children. If parents need an in-depth discussion a suitable time can be arranged.
- Each room oversees certain areas e.g., staff to station themselves at specific stations outside for optimal supervision of playground and children.
- Relief staff please ask if you are unsure of our supervision policy, all educators are responsible to monitor new staff in the centre.
- When children are going inside or coming outside, please make sure an educator is always ahead of the children.
- When you know a situation is about to occur discuss and if need be, redirect children.
- Rotation of Jobs in the playground.
- 7.30am staff to set up outside with the children when possible.

Room 1: Sandpit/Roamer

Room 2: Near fort area/Obstacle course/A-frame/Cubby house

Room 3: Van Gogh lunch area/Quiet activities/Dome and old cubby/Vuly play area

- Other areas to be supervised.
  - ◆ Climbing equipment, Trampoline etc.
  - ◆ Near any water play.
  - ◆ Near the front gates.

### Process to always monitor who enters and leaves the service premises

Early childhood educators are to monitor who comes into and leaves the centre at all times. For all deliveries, salespeople, new pickup, unfamiliar people please send them to the office straight away or ask them for their identification. The enrolment form has all collection details for the children. Supervision of the gated areas is imperative. We have a sign in book for any visitors. Parent helpers, students, volunteers will be supervised always whilst with the children. All staff will be vigilant always with unfamiliar faces.

### **Procedure for releasing children from the service**

Anyone collecting a child will be refused if their name is not on the authorised persons list. This includes parents and guardians. The only time an unauthorised person can take a child is if he/she has a "Recovery Order" from the Courts.

If a parent/guardian phones to advise an unauthorised person shall be collecting a child, educators will get a description of the person as well as their name and address. The collector will be required to present ID (preferably photo ID such as a driver's license) on arrival.

### **In the event a parent needs a different pick up**

Our system in place is when a parent tells you someone else will pick up either verbal or by email the staff member will write all the details and put it near the current roster for late staff to see when the person comes in. Please also let the late staff know so they are aware of it, all checks still need to be done. E.g., description of the person, license etc.

### **Parent/Guardian not allowed to pick up the child**

Some families go through difficult situations which result in separation, consequently there is times when one parent /guardian is seeking legal action to gain full custody. In the interim stages of gaining legal documentation and court action, we require parents to fill out a form called "Families with children with specific protection needs" and provide us with any legal verification to substantiate the situation as soon as possible. Legally under our obligations we are required to still allow the child to go with either parent until we get full legal documentation. If a person who is not allowed to pick up the child does arrive, staff are to follow the above procedure. Please read the Family Handbook on authorisation to collect children policy.

### **Refusal of authorisation for a child to leave the service**

E.g., violent persons/hostages in the case of a non-custodial parent, relative or stranger seeking to remove a child from the centre. Educators will make every effort to contact the parent/guardian if the unauthorised person wants to take the child. Educators will try and keep the child on the premises without jeopardizing their own safety or the other children's safety. If an unauthorised person does not leave the premises when asked, he/she will become a 'trespasser' and the police will be called. We will endeavour to record the details of the time, licence plate number, a description of the person or any suggestion of where the child may be taken to.

### **Collection of children after hours**

The centre is open from 7.30am to 4.30pm. If a child is not collected from the centre by the scheduled closing time, educators will make every attempt to contact the child's parents/guardians or emergency contacts listed on the child's enrolment form. \$2 per minute is charged after 4.30pm, even if you are on the premises. If educators are unable to contact parents or emergency contacts thirty minutes after the scheduled closing time, the director/nominated supervisor will be contacted. Two educators will always remain at the centre until all the children have been collected. If a parent/guardian is not contactable, the police will be notified.

### **Missing child procedure**

If you know a child has gone missing after you have searched every area of the centre the director must be notified. The family must be rung in case they had picked their child up earlier. If not the police and the Department must be called. Numbers are at the bottom of the Family Handbook. In the immediate aftermath, gather everyone effected and discuss it as a group and if need be a councillor may need to be brought in too.

## **Cleaning and Hygiene Practice and Procedures**

### **Which areas should I prioritise for cleaning?**

Any surfaces that are frequently touched should be prioritised for cleaning and disinfection. These include tabletops, counters, door handles, light switches, desks, toilets, taps, kitchen surfaces and cupboard handles, phones, and workplace amenities. You should also prioritise cleaning and disinfecting surfaces which are visibly soiled (dirty) and which are used by multiple people (e.g., taps, phones, tablets for signing in, door handles etc).

- All cleaning products must be out of the reach of the children when staff are using them and must be always put back in the correct storage area when they are not.
- Tidy and clean as you go, floors are to be swept and mopped daily (not forgetting under shelving, using our disinfectant. All spills wiped immediately.
- Shower and toilets are to be always kept clean. Children's bathrooms must be cleaned with detergent at rest time and wiped over at the end of the day and after any soiling accidents. All toilets are to be flushed and toilet bowls scrubbed, if necessary, at the end of each day.
- Tables and chairs are cleaned with detergent.
- Mop bucket must be always away from the children.
- Rinse mop bucket, mop and cleaners sink after each use, bleach the mops weekly and dry in the sunlight.
- Leave dirty washing in the Van Gogh laundry room. Laundry door to be kept always locked.
- All spray bottles must be named clearly with its contents and stored out of the children's reach.
- Sweep outside luncheon area and mop any spills daily. Scrub outside area with detergent weekly or sooner if needed.
- Sweep under the mats in the classrooms and mop children's mat at least once a week.
- Use correct colour coded sponges for different areas.
- All glass areas need cleaning when needed.
- All doors, frames and walls need wiping over at least once a week or sooner if needed.
- Dust on top of high and low shelves not forgetting under lockers.

### **Clean these daily with detergent and warm water**

- Rubbish must be taken out daily. Wipe bins inside, outside and lids Daily.
- Any toys, materials, construction, etc that is put in the mouth must be cleaned with detergent before another child uses it.
- Surfaces the children have frequent contact with, for example, tables and chairs are all to be wiped with detergent and warm water.
- Bathrooms - wash tap handles, sinks, toilet handles, toilet seats, toilet and behind the toilet. Check the bathroom during the day and clean when necessary.
- All floors with the disinfectant.

### **Clean these weekly with detergent and warm water**

- Shelving and lockers are cleaned weekly or sooner if needed.
- Clean all walls of any marks, Jif can be used if needed.
- All glass, doors, windows, and sills
- Doorknobs
- Clean the fridge and microwave weekly unless needed sooner.
- Mattresses to be wiped over with a rag and soapy water.
- Mops are to with be bleached weekly and dried in the sun.

## **Schedules for cleaning the equipment used by the children and procedure before putting construction, books, and teaching resources away**

- Any toys, materials, construction, teaching resources used in each class must be cleaned with soapy water and sun dried before going back into the storeroom cupboards. Please write a note with last room that used the equipment, when it was washed, and which staff member washed the equipment and leave it in the container. If the construction or materials are broken or misplaced, please leave it in the office.
- Books should be wiped over with a moist soapy cloth before they go back in the cupboard.

## **Dealing with spills of blood and other body fluids**

- Keep other children away from any spills, treat all blood and body fluids as if they could possibly be infectious.
- Avoid direct contact with blood or body fluids.
- We have a vomit bucket in the laundry which has a spills kit, please restock when used.
- Wear gloves if possible
- When attending an injured child who is bleeding comfort and move the child to a safe area.
- Apply pressure to the bleeding area. Use gloves.
- When the wound is covered, and no longer bleeding remove gloves. Put them in a plastic bag and place the bag in the rubbish bin, wash your hands with soap and water.
- Clean up the area where blood or other body fluids are, with warm water and detergent. Disinfect the area with freshly diluted bleach and leave as long as possible. Please do not use bleach on the plastic grass. Detergent is enough.

### *Remember*

Blood or body fluids may contain viruses such a hepatitis B or the HIV viruses. Therefore, it is important to disinfect the area where a spill has occurred,

## **Cleaning technique and bathroom cleaning procedure**

Cleaning is an important part of infection control in the centre. Cleaning is a form of disinfection because it removes all surface dirt. Detergent and warm water for cleaning is recommended. Use colour coded sponges in each area. Toilets are wiped behind, around the seat and under the seat. Bleaching is done on a Friday or sooner if needed. Mopping daily with the bathroom labelled mop. Sinks cleaned with detergent with the pink sponges. Around and under each sink.

## **Use colour coded sponges in each area**

|                 |                                                                                                                              |
|-----------------|------------------------------------------------------------------------------------------------------------------------------|
| Kitchen dishes: | Sponge with scourers (Soak in a bleach solution weekly).                                                                     |
| Bathroom:       | Pink sponges for the sinks, taps and top of the toilets.<br>Green sponges for the germinated areas. Toilet seat and rim etc. |
| Tables:         | Blue (Soak in a bleach solution regularly).                                                                                  |
| Cups:           | Yellow (Soak in a bleach solution regularly).                                                                                |
| Art and Craft:  | Sponge with scourers (Left with the art and Craft material in the container).                                                |

**Please keep the sponges separate and in the correct labelled containers.**

## Use colour coded mops in each area

|                        |                                                |
|------------------------|------------------------------------------------|
| Classroom:             | Red mops (Soak in a bleach solution weekly).   |
| Bathroom:              | Blue mops (Soak in a bleach solution weekly).  |
| Lunch area or outside: | Green mops (Soak in a bleach solution weekly). |

## Use of bleach

- 1 part bleach to 9 parts water.
- Use to clean spills of blood, faeces, vomit, and mucus.
- On other areas and toys when there is an outbreak of an easily transmitted disease. For example, gastroenteritis or hand, foot, and mouth disease.

## Remember

- Disinfectants are a very common cause of dermatitis; it is best to wear gloves when handling chemical disinfectants.
- Clean items with detergent before using bleach or disinfectants as it won't work due to any fats on the surface.
- Dry mops and cleaning cloths well after use. Sunlight is excellent for killing germs.

## The use of disinfectants should never replace good cleaning.

## Types of disinfectants

*(Information sourced by the book Staying healthy in Childcare 5<sup>th</sup> Edition)*

- Diluted household bleach may be the desired disinfectant. Bleach kills bacteria, fungi and viruses. However, protein quickly inactivates bleach. For this reason, wash surfaces thoroughly with detergent and warm water before applying diluted bleach. Does not use bleach on metal because it is corrosive. Bleach should be diluted for use in the centre. Make a fresh dilution of bleach when needed. Dilute bleach by using 1 part bleach to 9 parts water.
- The centre uses a disinfectant called (lemongrass disinfectant) the MSDS sheet is inside the laundry cupboard door. For ½ a bucket of warm water you use ¼ cup of the above disinfectant. This product is active against many bacteria and is very useful as an all-purpose housekeeping disinfectant, but they are of little value in killing viruses or fungi. If there is problem in the centre with viral illness (such as diarrhoea or conjunctivitis) or fungal illness (such as thrush) try a different method of disinfection, for example, sunlight or diluted bleach, soap and detergent should not be used together with a disinfectant as they neutralise each other. The longer you leave the disinfectant on the more germs will be killed it stops working if the disinfectant dries on the surface.
- No disinfectant can be depended upon to kill all germs.
- A disinfectant fluid must touch a germ cell and be absorbed by it to kill it.
- It is very important to dilute disinfectants correctly before use. Disinfectants gradually deteriorated after dilution. Always use freshly diluted disinfectants.
- All disinfectants take time to work. Some bacteria die more slowly than others under the same conditions. The longer an object is immersed in a disinfectant solution, the more germs will be killed. It is not enough simply to wipe objects or surfaces with the disinfectant.

To ensure that all products used within the centre are stored and handled in a safe way. Potentially dangerous products are those which pose a risk of poisoning, allergy and / or injury to children and may include:

### **Inside implementation of toxic and potentially dangerous products**

- Tobacco, drug, and alcohol-free environment
- Using biodegradable detergents and non-toxic cleaning products (where possible) without jeopardising the hygiene within the centre. Environmentally friendly products are encouraged.
- We only put sunscreen on the children when the SunSmart App tells us the children need it on, otherwise, we only put their hats on, limiting the amount of unnecessary chemicals going on your child.
- All paints and glues are nontoxic.
- Medication Stored in lockable box in fridge if it needs to be kept cold.
- Sharp utensils in lockable cupboards or doors with high hooks.
- Certain food products banned including but not limited to products containing nuts being brought into the centre.
- All cleaning bottles and containers will be adequately labelled.
- Storage of potentially dangerous products will be inaccessible to children using child proof locked cupboards or areas with high latches to keep the children out.
- Contents of cupboards will have simple warning signs that potentially dangerous products are in storage which will also let visitors and relief staff know where these items are kept.
- Staff do a safety check each morning whilst setting up the garden and sandpit as to remove any hazardous objects in the outdoor environment.
- At opportune moments staff will discuss with the children about safety issues relating to dangerous products, vermin, plants objects etc.
- Our centre receives MSDS sheets (Manufacture Safety Data sheets) with all our cleaning products which are kept in the laundry cupboard in the Van Gogh room.

### **Outside implementation of toxic and potentially dangerous products**

- Planting non-poisonous plants.
- Purchasing less plastic and more natural equipment.
- Pest control will be done when children are not present and as safe as permits inside and outside.

### **Maintenance and improvements**

Any maintenance that needs doing to the building or equipment is brought to the director/nominated supervisor's attention. Daily staff check all equipment as they put it out. Please report any maintenance that needs doing to the director or write it in the maintenance book.

### **Maintenance and improvements**

Any maintenance that needs doing to the building or equipment is brought to the director/nominated supervisor's attention. Daily staff check all equipment as they put it out. Please report any maintenance that needs doing to the director or write it in the maintenance book.

At opportune moments staff will discuss with the children about safety issues relating to dangerous products, vermin, plants objects etc.

Our centre receives MSDS sheets (Manufacture Safety Data sheets) with all our cleaning products which are kept in the laundry cupboard in the Van Gogh room.

### **Washing machine and laundry facilities**

Our centre has a laundry room in the Van Gogh room. The laundry room has a safety lock on the top to make sure children don't have the access to it. The washing machine is used to wash spare hats, clothes and sheets for children's use as well as classroom washing. We use the drying rack to air dry the washing to save the energy.

### **Hand washing for staff and children**

- Pump soap
- Rub in hands
- Turn the tap on
- Wash soap off hands with water
- Rinse the tap down and turn water off
- Use disposable paper towels to dry hands

Regular and thorough hand washing is one of the most effective ways to reduce the spread of many infections. Children must be shown this way as it avoids the germs getting on the tap. Staff to regularly do group lessons in hand washing for the children.

#### *When to wash hands (children)*

- Before eating, after eating. E.g., fruit time
- After going to the toilet
- After touching or wiping nose secretions
- After touching any animals
- Outside play/Sandpit

#### *When to wash hands (staff)*

- Same as the children's and
- After cleaning any bodily fluids e.g., vomit, blood, urine, and faeces
- After toileting a child
- Handling money
- Before administering first aid if possible
- Handling rubbish

## Food Safety and Hygiene Practices

### Centre golden rules

1. Do not handle foods without correctly washing your hands or wear gloves.
2. Do not handle food if you are sick or have open cuts/sores on your hands (Band-Aid).
3. Do not refreeze thawed food.
4. Store food properly.
5. Do not overload the fridge and clean weekly or sooner if needed.
6. Clean and sanitise after preparing/storing raw food.
7. Eradicate pests.
8. The centre does not heat food for children.
9. Never leave rubbish on the premises and all bins with lids are used for general waste must have liners in and washed daily.

### Food handling procedures and storage

- Early childhood educators are to wash their hands before touching the children's food.
- Keep kitchen surfaces and equipment clean and free of pests.
- Let dishes air dry when possible.
- Clean the floor and walls regularly.
- Wash the fruit and vegetables before cutting them up.
- Do not use the art area for preparing food.
- All cooking ingredients and practical life materials are to be stored in airtight containers.

### Food safety and hygiene practices

- Before meals clean tables with detergent.
- Check that all the children's hands are washed before they eat and when they are finished.
- Make sure children **do not share** food, plates, drink containers, or utensils.
- Throw out left over food in our animal bin and write it in the daily book what their child did not eat, what the child enjoyed or did not enjoy.
- Before cooking with the children make sure that their and your hands are washed, and the tables cleaned with soapy water.
- Please note that 20 minutes after fruit is cut the bacteria doubles.
- Bleach chopping boards, fruit bowls, and children's drinking utensils regularly.

### Gloves are for personal preference.

If gloves are worn or not worn, correctly washing your hands is essential. If you used gloves to wipe a child's nose or other bodily fluids, remove gloves by turning them inside out with paper towelling or tissues inside the gloves. Then wash your hands properly.

### The centre will monitor staff compliance.

The centre will monitor staff compliance with food safety and hygiene practices and procedures. Please follow our policies and if you need assistance please ask. All staff please make sure all persons are following our policies correctly. When needed it will be discussed at our staff meeting so we all have alignment with the correct procedures.

## Toileting Policy

### Toileting procedure

- Only children who are toilet trained will be accepted into our centre unless it is a medical condition.
- We will try and accommodate families with the different toileting preferences, cultural and physical needs.
- Toileting will be made pleasant, hygienic and accommodates personal needs, e.g., in private with educator's close by.
- Educators will assist the child to help themselves in toileting procedures.
- Educators will supervise toileting procedures.
- Educators will model hygienic practices in front of the children e.g., blowing your own nose and correctly washing your hands.
- Educators will be patient with "accidents" and treat them as part of everyday life without shaming the child at all.

Children will be offered frequent opportunities for toileting, particularly after mealtimes and before sleep. Under no circumstances will children be forced to sit on the toilet against their will. If educators must assist a child with cleaning themselves, they will do it very gently. Children will be changed and washed down when necessary (e.g., after toileting accidents, water play). The wet and soiled clothes will be rinsed and bagged and put in the sealed container in the children's bathroom of each room. Some children have toileting preferences that the parents have told us about, e.g., not wanting to go to the toilet when other children are in there. Please show the children dignity and follow through with parent requests.

Educators' compliance will be monitored by the management, other educators and visitors, no other persons are to toilet the children unless it is the parent of that child. Please always follow our procedures.

### Washing machine and laundry facilities

Our centre has a laundry room in the Van Gogh room. The laundry room has a safety lock on the top to make sure children don't have the access to it. The washing machine is used to wash spare hats, clothes and sheets for children's use as well as room washing. We use the drying rack to air dry the washing to save the energy.

## Emergencies and Evacuation Procedures

### Aim

The aim is to help children understand the certain emergencies and enhance their safety mindset. By learning the information and practicing regularly, children will be able to know how to keep themselves safe when emergencies happen inside and outside of our premises.

### Fire drills

Fire drills are usually held monthly to six weeks. Fire equipment is regularly maintained. Procedures for fire drills are on the classroom wall. Please read and know the procedure. If parents are in the room whilst a fire drill is on, make sure they leave the premises with you as no one is to be left on the premises. Check toilets, storerooms, offices, kitchens, side of building, sandpit, luncheon and in the garden areas. Children must be instructed to STOP, DROP, and ROLL when garments catch fire, children shall be instructed to crawl on the floor under the smoke, and cool water must be applied to burns immediately. The injury shall be covered with a loose bandage. Running when garments have been ignited will fan the fire. Asphyxiation causes more deaths in house fires than does the thermal injury. Follow first aid procedure. Risk assessment on the Fire drill is in our Quarterly checks for "Building Equipment and playground risk assessments". In the case of a real fire parents will be contacted to collect their children.

### Power cuts

In the event of a power failure at the centre, the children are to be kept inside whilst the person in charge determines if the failure is based at the centre or whether it comes from outside. If inside an electrician will be called.

If the problem is out of the centre, the local electricity service (number is by office telephone) must be called and explain that we are a childcare centre and request that they respond immediately.

### Water cuts

If the centre is notified of the water cuts the staff can store as much water as possible, if not notified the Council will have to be called to find out how long the centre will be without water. Tel: (07)3403 8888.

### Storms and natural disasters

For storms and other natural disasters, bring children indoors immediately. Check that all children are inside using sign in sheets. Turn off all electricity, stay calm and comfort any children who may be distressed. Lock all windows and doors and keep the children away from them.

### Bushfire smoke procedure

In the case of smoke travelling, we will use the real-time air quality index website to access the air quality (<https://www.brisbane.qld.gov.au/clean-and-green/natural-environment-and-water/air-quality/clean-air-index>).

- All children are to stay indoors with the doors and windows shut during smoky periods.
- To identify children who are diagnosed with any breathing issues and monitor them closely.
- Follow the Emergency evacuation plan if needed.
- If you are using Air conditioners make sure they are not drawing air from outside.

### In the event of theft while staff are present (possible lock down procedure)

Staff to hand any money or items over. The safety of staff and children must be considered first. Once the offender leaves the premises phone the police and let the director know.

**In case someone is entering the childcare centre while suffering from the effects of drugs or alcohol, staff members should:**

- Remain calm. **This may be a lock down procedure.**
- Attempt to keep the children safe from the inebriated person.
- Contact the Police (000) as quickly as possible to request the removal of the person in question.
- If the inebriated person is seeking to collect a child from the centre, try and deter them from taking the child whilst not putting staff members or children at any risk. However, it may not be possible to prevent them from taking their child. Call police ASAP with what you have on the person, e.g., license number, car make, description.

**Violent persons/Hostages in the case of a non-custodial parent, relative or stranger seeking to remove a child from the centre, staff members should:**

Remain calm, discuss the matter quietly and calmly with the person while he/she remains calm and rational (e.g., point out that you were expecting someone else to collect the child today and you can only release the child with written permission, etc). If possible, inform the custodial parent of the situation.

If the non-custodial parent, relative or stranger insists on removing the child, the staff member is not to put themselves or the other children at any risk and should release the child as requested.

If possible, the details of the time, licence plate number, a description of the person or any suggestion of where the child may be taken should be recorded. The custodial parent and police (if applicable) should be contacted and given all the necessary information.

**Lock down procedure.**

- If inside all children to hide in their own rooms, e.g., Van Gogh, Staff bathroom, Monet, Stage area, and Renoir in the toilet and Storeroom cupboard. Close all windows and doors and keep children away from them so no one can see inside.
- If outside all children must go into the Van Gogh room and same procedure as above but can use the storeroom cupboard too.
- Call the police as emergency happens.
- Staff to monitor what is going on outside.

**First Aid procedure in a serious accident or a health-related emergency**

- Check for danger first. Administer appropriate first aid.
- The director or other staff will ring for an ambulance or doctor.
- Inform parents of what has occurred, where to meet i.e., at the hospital/centre.
- Staff to document on the full Accident/Illness/Trauma record vital details of the accident and action taken to inform the ambulance/hospital staff. This form is also kept with the half size accident/illness/Trauma forms.
- Have all relevant parties sign form – educators, director, and parent.
- A familiar staff member should accompany the child in the ambulance if educator/child ratios are covered in the centre.

**Emergency phone numbers**

|                               |                    |                         |              |
|-------------------------------|--------------------|-------------------------|--------------|
| Local plumber or electrician  | Phone director     | Energex – loss of power | Tel: 136 262 |
| Local council, water shortage | Tel: (07)3403 8888 | Police or Ambulance     | Tel: 000     |
| Local police (Wynnum)         | Tel: (07)3396 2126 | Poisons information     | Tel: 131 126 |