

(Revised September 2025)

Policy Statement:

The Mueller College Outside School Hours Care (OSHC) Service Management recognizes that from time to time, children and young people may need additional support in the event of soiling themselves. Thus, the Service seeks to ensure that the children and young people's health and safety with personal hygiene is supported while protecting their dignity and sense on agency.

Background:

The Education and Care National regulations require Service providers to have Policies and procedures that support the health, safety and dignity of all children and young people in the environment.

Important terms:

Children and young people	Refers to the children and young people present in the care environment.
Educator	Refers to the staff employed by the Service to provide care for children and young people attending.
Parent/guardian	Refers to the primary carer/s of the child or young person attending the Service.
Family	Refers to the group of people, including the primary carer which engage daily with the child or young person in the home environment.
Approved Provider	The legal entity responsible for the operation of the Service and ensuring compliance with the Education and Care Services National Law and Regulations.
Nominated Supervisor	A person designated by the Approved Provider who has day-to-day responsibility for the management of the Service and compliance oversight.
Soiled	Any clothing, linen, or material contaminated with urine, faeces, vomit, or other bodily fluids requiring hygienic storage and handling.
Hygienic facilities	Designated areas, cupboards, or containers where soiled items are stored securely and safely before disposal or collection by families.

Legislation

National Quality Standard (NQS):

Quality Area **1: Educational Program & Practice**
 2: Children's Health & Safety
 7: Governance & Leadership

1.2	Practice	Educators facilitate and extend each child's learning and development.
1.2.3	Child directed learning	Each child's agency is promoted, enabling them to make choices and decisions that influence events and their world.
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
7.1	Governance	Governance supports the operation of a quality service.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

Education and Care Services National Regulations

77	<p>Health, hygiene and safe food practices</p> <p>(1) The approved provider of an education and care service must ensure that nominated supervisors and staff members of, and volunteers at, the service implement—</p> <p>(a) adequate health and hygiene practices; and</p> <p>(b) safe practices for handling, preparing and storing food—to minimise risks to children being educated and cared for by the service.</p> <p>Penalty: \$2200.</p> <p>(2) A nominated supervisor of an education and care service must implement, and ensure that all staff members of, and volunteers at, the service implement—</p> <p>(a) adequate health and hygiene practices; and</p> <p>(b) safe practices for handling, preparing and storing food—to minimise risks to children being educated and cared for by the service.</p> <p>Penalty: \$2200.</p>
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106	<p>Laundry and hygiene facilities</p> <p>(1) The approved provider of an education and care service must ensure that the service has—</p> <p>(a) laundry facilities or access to laundry facilities; or</p> <p>(b) other arrangements for dealing with soiled clothing, nappies and linen, including hygienic facilities for storage prior to their disposal or laundering—</p> <p>that are adequate and appropriate for the needs of the service.</p> <p>(2) The approved provider of the service must ensure that laundry and hygienic facilities are located and maintained in a way that does not pose a risk to children.</p>
155	<p>Interactions with children</p> <p>An approved provider must take reasonable steps to ensure that the education and care service provides education and care to children in a way that—</p> <p>(a) encourages the children to express themselves and their opinions; and</p> <p>(b) allows the children to undertake experiences that develop self-reliance and self-esteem; and</p> <p>(c) maintains at all times the dignity and rights of each child; and</p> <p>(d) gives each child positive guidance and encouragement toward acceptable behaviour; and</p> <p>(e) has regard to the family and cultural values, age, and physical and intellectual development and abilities of each child being educated and cared for by the service.</p>

Education and Care Services National Law

301 (3,f)	Requirements and standards to be complied with for safety, security, cleanliness, comfort, hygiene and repair of premises, outdoor spaces, fencing, gates, resources and equipment used for providing education and care services;
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Principals:

Mueller College Outside School Hours Care is committed to ensuring cleanliness and hygiene are upheld to support the health and safety of all children, young people, staff and families accessing the Service. This procedure outlines the expectations for the safe storage of soiled items.

Procedures:

Children and young people will:

- have free access to fresh clothes in the disabled toilet.
- be encouraged to place their own soiled clothes in the snap lock bags provided and wash their hand thoroughly before returning to play.

Educators will:

- wear gloves at all times when helping children and young people with soiled clothes.
- secure soiled clothes, in the bag students should give them, in the locked cupboard of reception until they are given directly to their parent / guardian upon collection of the child or young person.
- ensure that soiled clothes are not placed in student bags.

Approved provider & Nominated Supervisor will:

- Share the 'Safe Storage of Soiled Items Policy and Procedure' with all employees upon their induction and ensure that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators and staff, and available for inspection.
- All Service policy will be reviewed annually through consultation with all stakeholders or sooner should there be identified changes or updates to legislative requirement.
- Additional professional development will be provided as needed and during review processes.

See Also:

- Mueller OSHC Infectious Disease Policy & Policy
- Mueller OSHC Hand Washing & Hygiene Policy & Procedure
- Mueller OSHC Children and Young People Requiring Toileting Assistance Policy & Procedure
- Mueller OSHC Respect for Children and Young People Policy & Procedure

REFERENCES:

- Education and Care Services National Law Act 2010, Current as at October 2024
- Education and Care Services National Regulations, Current as at September 2025
- Education and Care Services National Law Act (QLD) 2011, Current as at September 2025
- Guide to the National Quality Framework, Revised September 2025
- National Quality Standard, Revised 1 February 2018
- Guide to the National Quality Standard, Revised May 2022

REVIEW

POLICY REVIEWED BY:	Rachel Rose	OSHC Director	23/09/25
POLICY REVIEWED	SEPT 2025	NEXT REVIEW DATE	JAN 2026
VERSION NUMBER	V2.3		
MODIFICATIONS	<ul style="list-style-type: none"> • Updated references 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	PAST REVIEW DATE	
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	<ul style="list-style-type: none"> • Reformat 	AUG 2025	