

(Revised April 2026)

Policy Statement:

Mueller College Outside School Hours Care (OSHC) 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 regular cleaning and sanitising by staff.

Background:

The Education and Care National regulations require Service providers to have Policies and procedures that ensure the health and safety of children and young people in the care 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.

Legislation:

National Quality Standard (NQS):

Quality Area **2: Children's Health & Safety**

3: Physical Environment

7: Governance & Leadership

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.
3.1	Design	The design of the facilities is appropriate for the operation of a service.
3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.
7.1	Governance	Governance supports the operation of a quality service that is child safe.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe.

Education and Care Services National Regulations

77	Health, hygiene and safe food practices (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— (a) adequate health and hygiene practices; and (b) safe practices for handling, preparing and storing food—to minimise risks to children being educated and cared for by the service. Penalty: \$2200. (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— (a) adequate health and hygiene practices; and (b) safe practices for handling, preparing and storing food—to minimise risks to children being educated and cared for by the service. Penalty: \$2200.
106	Laundry and hygiene facilities (1) The approved provider of an education and care service must ensure that the service has— (a) laundry facilities or access to laundry facilities; or (b) other arrangements for dealing with soiled clothing, nappies and linen, including hygienic facilities for storage prior to their disposal or laundering—that are adequate and appropriate for the needs of the service. (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.

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:

This Policy aims outlines how to maintain a safe, hygienic and clean environment for children and young people, families and staff to enjoy. The following Procedures are to be followed by all those employed by the Service in order to maintain the standard outlined by the Service.

Procedures:

General Cleaning

- Staff should follow the use of appropriate PPE when working with chemicals.
- All cleaning must be done as per the cleaning register. Jobs like dusting should be taken seriously and all items moved and cleaned properly to assist with allergies and hygiene.
- Educators will ensure that premises used for the Service and all toys, dress-up clothes, paint shirts and other materials and resources will be kept clean.
- Cupboards will be kept in a hygienic state to protect against any vermin outbreak.
- The premises will be regularly treated for the control of pests. (This is the responsibility of the Nominated supervisor)
- Educators will ensure that all tissues are disposed of immediately after use.
- At any time, staff may be directed to increase cleaning tasks due to an outbreak of infectious disease or declaration of a local or National pandemic. In such case, all staff will adhere to the additional instructions outlined.
- Staff must adhere to using correct coloured clothes as displayed in the kitchen to ensure no cross contamination.

Wet areas

- Bathrooms are cleaned daily by cleaning staff employed by the school.
- Kitchen sinks, paint sinks and bubblers:
 - Clean basins and taps and disinfect.
 - Clean surrounding areas of soap medium and rinse soap catcher bowl where applicable.
- Kitchen area:
 - Rinse all dishes and stack into the dishwasher immediately after use. Dishwasher should be put on at the end of every day. If dishwasher is unavailable, wash all dishes in hot soapy water using the yellow cloth if needed, rinse in clear water, and air-dry.
 - **Sanitise all kitchen benches and clear away all non-food items** and clean benches thoroughly with cleaner and disinfectant before using for food preparation.
 - Always wash hands in the hand washing sinks provided – never in the dishwashing sinks.
 - Encourage children and young people to help with paint product clean up using the paint washing sink provided.

Floors

- Vinyl floors are to be swept and mopped daily by cleaners employed by the school.
- Carpets are to be vacuumed daily by cleaners employed by the school and by OSHC as necessary.
- Carpets will be professionally cleaned every 6 months.

- Vinyl floors in the main area will be mopped by school cleaning staff at an agreed time.
- Bathroom floors are to be mopped daily by cleaners employed by the school.

Surfaces

- Benches, tables and cabinets will be cleaned with cleaner as outlines in the cleaning checklist.
- All vinyl couches should be wiped down with warm soapy water as per cleaning registers.
- Fabric couches will be steam cleaned 6 monthly

Equipment

- Bean bags, soft toys, cushion covers, sheets, blankets, table clothes and dress ups:
 - All fabric items that can be washed in the washing machine should be regularly removed, washed and dried as per the cleaning register. Bean bags should be sprayed with disinfected and put in the sun to dry.
- Toys:
 - All toys need to be thoroughly cleaned as per the cleaning register in hot soapy water.
 - The **daily/weekly/fortnightly/monthly/Quarterly and yearly** cleaning of items as per the cleaning register.
 - Staff should ensure that supervision is maintained when undertaking cleaning tasks.
- Hats:
 - Spare hats will be worn once only and then be washed on a HOT wash cycle and dried before being available for another child or young person to wear.

Collection of Waste

- There will be a suitable area for waste disposal. **This is to be covered** and emptied daily into outside garbage units that are collected regularly.
- The Service will provide storage suitable for soiled cloths, sharps and contaminated waste to be emptied and replaced as necessary.
- Recycled items (e.g. toilet rolls for craft activities) which were used, or suspected to have been used, in a non-hygienic environment will not be used at the Service.
- Wherever possible recycling and composting opportunities will be harnessed when disposing of waste produced at the Service in accordance with the Service Environmental Sustainability Policy.

Surfaces Contaminated with Body Fluid

Surfaces and objects contaminated with blood, urine, faeces or vomit are to be cleaned with surface cleaner and water or vomit absorber and disinfected with sanitiser immediately. Several diseases may be spread by contact with blood and body fluids. These fluids should always be treated as if they are infectious because disease causing germs can be present even in the absence of illness.

- Wear disposable gloves and wipe up body fluid spills with disposable paper towel.
- Clean objects and surfaces by scrubbing with detergent or cleaner and fresh water to remove debris. Do not re-use water that has been standing in buckets or sinks.

- Rinse objects under running water when possible.
- Follow cleaning with sanitising of the area or objects.

Approved provider & Nominated Supervisor will:

- Share the 'Cleanliness & Sanitising 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 Statement of commitment to the Safety and Wellbeing of children and the Protection of Children from Harm
- Mueller OSHC Infectious Disease Policy & Procedure
- Mueller OSHC Hand Washing and Hygiene Policy & Procedure

REFERENCES:

- Education and Care Services National Law Act 2010, Current as of February 2026
- Education and Care Services National Regulations and Amendments, Current as of February 2026
- Education and Care Services National Law Act (QLD) 2011, Current as of April 2026
- Guide to the National Quality Framework, Revised March 2026
- National Quality Standard, Revised January 2026
- Guide to the National Quality Standard, Revised 2017
- Kids Safe Queensland, Accessed August 2020

REVIEW

POLICY REVIEWED BY:	Rachel Rose	OSHC Director	28/04/26
POLICY REVIEWED	APRIL 2026	NEXT REVIEW DATE	JUNE 2026
VERSION NUMBER	V2.4		
MODIFICATIONS	• Updated references		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	PAST REVIEW DATE	
	• Updated references • Addition of review table	JAN 2025	
	• reformat	AUG 2025	
	• Updated References • Updated Quality area 7 wording regarding new updates and legislation.	FEB 2026	