

Hygiene Policy

Quality Area 2: Children’s health and safety

Standard 2.1: Each child’s health is promoted.

Element 2.1.2: Effective illness and injury management and hygiene practices are promoted and implemented.

Standard 2.2: Each child is protected.

Element 2.2.2: Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

POLICY STATEMENT

Arabanoo is committed to maintaining a healthy and hygienic environment that promotes the wellbeing of children, educators, and visitors using our service. We adhere to regulation 77 and ensure all educators implement adequate health and hygiene practices, as well as safe practices for handling, preparing and storing food. These measures are taken to minimise risks and ensure the safety of children in our care.

To maintain high standards, we encourage children, young people, educators, staff and visitors to share ownership of hygiene practices. Educators play a crucial role in modeling best practice hygiene procedures as advised by NSW Health authorities. They engage children in experiences, conversations, routines and responsibilities that foster their understanding of the importance of hygiene for their own the wellbeing and the wellbeing of others, aligning with the My Time, Our Place Outcomes 3.2, 4.2 and 4.3.

CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation	Other
77, 78, 79, 80, 90, 91, 162, 168, 170, 171, 172	2.1.2, 2.1.3 3.1 7.1.1, 7.2.1	Illness and Infectious Diseases. Policy Providing Child Safe Environment Policy Medical Conditions Policy	National <i>Food Standards Code (FSANZ)</i> <i>Food Act 2003 (NSW)</i> <i>Food Regulation 2010 (NSW)</i> NSW Department of Health.

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ENDORSEMENT BY THE SERVICE:

Approval date: Sept 2024

Date for Review: Sept 2026

Policy History

Version 1.0

December 2005, May 2006, March 2007, May 2007, February 2009, August 2010, May 2011, March 2012.

Version 2.0

Overhaul of policies following regulatory changes in 2012. Drafted from the Network template and using the Current Arabanoo Policy Handbook by Sarah Evans. Reviewed by Jonathan and Katie Harrison, May 2013.

Version 3.0

Reviewed by Jane Ellis and Kara Kernahan, May 2014.

Version	Date reviewed	Who by	Area changed	Changes made	Authorisation
4.0	12 August 2015	Melanie Murray and Constandina Shackleton	Food	Added the use of a compost bucket and compost bin	Kerry Sinclair 12 February 2016
5.0	10 May 2017 & 1 June 2017	Angela O'Dea, Carin Rollo, Rowan Friend and Belinda Edmunds		Referenced Reg 77 Separated policy from procedure	Belinda Edmunds 15 June 2017

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6.0	5 May 2019	Rowan Friend & Alex Cowie	Standards Other Service policies/documentation	Updated to the new NQS Illness and Infectious Diseases Policy Providing and Child Safe Environment Policy	Kate Sellick – 8 May 2019
7.0	August 2023	KW OSHC Consulting	Policy Statement	Overall clarity and readability, including Educators roles and responsibilities.	Rowan Friend – 3 Sept 2024

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PROCEDURE

Cleaning & Disinfecting:

- All surfaces in the service are cleaned using an anti-bacterial spray and paper towel after every morning and afternoon session during term time.
- During Vacation Care, surfaces are cleaned every 3 hours.
- High traffic surfaces (e.g., sign in/out desk, craft tables, office keyboards, mouse, kitchen surfaces, door handles, photo copier) are cleaned with multi-purpose or anti-bacterial spray every hour and a half or after a user has finished in an area and moving somewhere else e.g. a parent signing out, a staff member using the iPad to check children in or after a craft session.
- Arabanoo will provide hand sanitiser in high contact areas, where possible.

Sign in/out Areas:

- Parents/carers should not sign out on iPad or enter the service; our educators will sign children in and out.
- Parents/carers/staff not to congregate in groups larger than two.
- Maintain social distancing guidelines set by the government where necessary.

Hand Hygiene:

- Children, young people, and educators will wash their hands upon entry to the service and at regular intervals throughout the day.
- Hand sanitiser will be available when necessary.

Toy Hygiene:

- Toys should be washed at least once a week using warm water and detergent.
- Rinse toys thoroughly and ensure they are dried thoroughly before returning them to use.
- Many toys can be washed in the dishwasher using hot water, and then placed in sunlight to dry.
- Wooden toys should be wiped with a moist cloth, rinsed quickly, and dried promptly. Avoid immersing wooden toys or equipment in water.
- Regularly inspect books and spray with disinfectant spray.
- Display books with pages open to allow them to dry thoroughly.

Food Hygiene:

- As per the Food Standards Code, Education and Care Services from 8 December 2023 will be required to:

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- Have a qualified onsite Food Safety Supervisor who is reasonably available to supervise food handlers,
- ensure all food handlers are trained in food safety and hygiene, or can demonstrate adequate skills and knowledge, and
- be able to show their food is safe.

Preparing & Serving Food:

- Ensure that all cooked food is cooked through and reaches a temperature of 75°C.
- Serve cooked food promptly or maintain hot food at a temperature above 60°C until ready to serve.
- Store prepared cold food in the refrigerator at a temperature below 5°C until ready to serve.
- Discard any cooked food that has been in the 'danger zone' (between 5°C and 60°C) for two or more hours without reheating.
- Reheat cooked food (if required) to a temperature of 70°C, but only reheat once. Discard if not eaten after reheating.
- Keep cooked and ready-to-eat foods separate from raw foods.
- Defrost foods in the fridge or microwave.
- Thoroughly wash fruits and vegetables under clean running water before preparation.
- Ensure unused washed fruits or vegetables are thoroughly dry before returning to storage.
- Immediately discard any food that has been dropped on the floor.
- Clean kitchen utensils and equipment thoroughly between uses with different foods or tasks.
- Use separate knives and utensils for different foods to avoid cross-contamination.
- Use color-coded cutting boards (with displayed signs) to differentiate between different food types.
- Change gloves between handling different foods or changing tasks.
- Ensure staff preparing food for children with allergies or intolerances are proficient in reading ingredient labels.
- Cater to food allergies and intolerances by using separate cutting boards, utensils, and kitchen equipment, easily identifiable through a colour code or food-safe permanent marker.
- Serve meals and snacks individually to children with allergies and intolerances on easily identifiable plates (e.g., different colour) and securely cover the food until received by the child to prevent cross-contamination.
- Be aware of children with severe allergic reactions to certain foods as per ASCIA Action Plans.
- Ensure that unwell staff members do not handle food.
- Store leftover food immediately in the fridge or discard if not suitable for storage.

Cleaning Preparation / Serving Areas:

- Clean food preparation areas and surfaces before, after, and during food preparation.
- Clean and sanitise all cooking and serving utensils before use.

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- Clean dishwashing sponges, brushes, and scourers after each use and allow them to air dry or place them in the dishwasher.
- Maintain a clean, ventilated, dry, pest-free, and non-direct sunlight food storage area.
- Regularly clean refrigerators and freezers and check door seals, replacing if damaged.
- Prevent pest infestations by promptly cleaning spills and disposing of rubbish and food scraps frequently.
- Thoroughly clean and air-dry floor mops after each use.
- Replace any cleaning equipment showing signs of wear or permanent soiling.

Personal Hygiene for Food Handlers:

- Food handlers should wear clean clothing, such as an apron or appropriate jacket.
- Long hair should be tied back or covered with a net, and hairspray can be used to secure fringes.
- Avoid wearing hand and wrist jewellery while preparing food, including rings and bracelets.
- Keep nails short, clean, and free of nail polish to prevent chipping into food and hiding dirt.
- Adhere to strict hand-washing hygiene, washing hands each time before continuing with food preparation duties.
- Cover wounds or cuts with brightly coloured, waterproof dressings and wear gloves over dressings.
- Staff members who are unwell should not prepare or handle food.

All Staff Handling Food Will:

- Ensure children and staff wash and dry their hands with soap, running water, and disposable towels before handling food or eating meals and snacks.
- Use gloves (and food tongs) when handling "ready to eat" foods.
- Store and serve food at safe temperatures (below 5°C or above 60°C), considering the safe eating temperature requirements of children.
- Use separate cutting boards for raw meat and chicken, fruit and vegetables, and wash utensils and hands before touching other foods.
- Discourage children from handling other children's food and utensils.
- Attend relevant training courses on food handling and pass on relevant information to other staff members.

Cooking with Children:

Cooking is an enjoyable and educational experience that promotes healthy eating habits and enhances children's knowledge and skills. It provides opportunities for children to explore new foods, share recipes, and develop cooking skills. Our educators understand the importance of maintaining a safe environment during cooking experiences and will adhere to relevant food hygiene practices to ensure the well-being of all participants.

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Symptomatic Individuals:

- Any staff or child displaying cold/flu-like symptoms or having a high temperature should be asked to leave work or isolated from others until they can safely leave the service.
- Individuals must not return until symptoms have subsided, they have completed the allotted isolation period, or have been tested and cleared from the virus.

Communication

- Update staff during briefings about any changes to procedures.
- Remind children during roll calls of current procedures.
- Provide at least weekly updates to parents about procedure changes and their responsibilities through newsletters and face-to-face conversations.

Pandemic Procedures:

Essential Services

- If the services are only open to essential services, move the sign-out area closer to the school gates, allowing only one entrance and exit.
- Take the child's temperature upon entering the school with their parents. If the child's temperature is above a specified threshold, they are asked to be taken home.
- Require all staff members to have their temperature taken before a shift. If their temperature is above a specified threshold, they must leave work immediately and take 3 days off. If the temperature persists, they should seek further medical advice and get clearance from a doctor before returning to work.

Toy Hygiene:

- A reduction to the number of toys available to the children. Items such as fancy dress, tents, gloves (boxing) to be removed.
- Toys to be cleaned daily by a steam cleaner, hot water and antibacterial wash liquid or put through the dishwasher.

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Food Handling:

In addition to usual food handling procedures, Arabanoo will:

- Designate one staff member to prepare food.
- Assign one staff member to handle all aspects of afternoon tea distribution and water/milk serving.

Extra-Curricular and Programmed Experiences:

- Children's activities to be programmed that limit sharing of equipment.
- Bring juniors onto the senior campus to reduce movement of staff, children, and parents through school site and to maintain ratios.
- Cancel extra-curricular activities organised by Arabanoo e.g., yoga and lessons/classes children attend e.g., music bus

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CONSIDERATIONS

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6.0	5 May 2019	Rowan Friend & Alex Cowie	Standards Other Service policies/documentation	Updated to the new NQS Illness and Infectious Diseases Policy Providing and Child Safe Environment Policy	Kate Sellick – 8 May 2019
7.0	August 2023	KW OSHC Consulting	Procedure	Procedure has been updated to ensure it is covering everyday practice and not just COVID-19 practices. Pandemic	Rowan Friend – 3 Sept 2024

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				<p>procedures are still included as a clause at the end.</p> <p>Toy Hygiene procedures have been included.</p>	
			Food Handling Practices	<p>Procedures have been updated to align with the changes to the Food Safety requirements for children's services (Food Standards Code)</p>	<p>Rowan Friend – 3 Sept 2024</p>