

Hygiene Policy

Purpose

The purpose of this policy is to establish clear guidelines and procedures for hygiene practices within our service. By implementing this policy, we seek to minimize the risk of illness and infection, promote healthy habits among children, and ensure that our service meets all regulatory requirements. This policy serves as a foundation for our daily operations and interactions, guiding staff and informing families of our commitment to hygiene and health.

Scope

This policy applies to all children enrolled in Bateau Bay OSHC, their families, staff, educators, volunteers, and visitors. It encompasses all aspects of hygiene within the service, including hand hygiene, cleaning and sanitization, food safety, and infection control measures. The policy is applicable during all operating hours and in all areas accessed by children and staff.

Legal and Regulatory Framework

The hygiene practices at Bateau Bay OSHC are guided by the Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011, including Regulations 77, 78, 79, 168, and 170. These regulations require that services maintain appropriate health, hygiene, and safe food practices and that policies and procedures are documented and followed by staff. The service also aligns with the National Quality Standard, particularly Quality Area 2: Children's Health and Safety, which emphasizes promoting and protecting children's health. Additionally, the service considers public health regulations and food safety standards as outlined in the NSW Food Act 2003 and the Food Standards Code.

Hygiene Practices

Bateau Bay OSHC implements a range of hygiene practices to protect children and staff from illness and infection. Hand hygiene is an essential practice and children are encouraged and supported to wash their hands upon arrival, before and after meals, after toileting, and after outdoor or messy play. Staff demonstrate correct handwashing techniques to children to reinforce good habits. Cleaning and sanitisation of surfaces, toys, and equipment is conducted daily, with particular attention given to high-touch areas such as door handles, taps, and shared equipment. All food is prepared, stored, and served safely in accordance with food safety regulations, with staff trained in safe handling practices. The service follows infection control protocols, excluding children or staff who are unwell in line with NSW Health guidelines, and communicates with families regarding any infectious disease incidents.

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Child Safe Standards and Paramountcy Principle

The Service is committed to upholding the National Principles for Child Safe Organisations and embedding a strong child safe culture across all hygiene practices. In accordance with the Paramountcy Principle, the safety, wellbeing and best interests of the child are the primary and overriding consideration in all decisions, actions and practices undertaken by the Service, including hygiene, infection control and food safety procedures.

This means that all hygiene practices must prioritise the protection of children from illness, infection and harm above all other considerations. Educators, staff and management are required to exercise professional judgement and take all reasonable precautions to ensure that hygiene routines, cleaning practices and infection control measures are implemented consistently and effectively to maintain a safe and healthy environment.

The Service will ensure that hygiene practices are embedded into daily routines, with educators supporting and supervising children to develop appropriate hygiene habits in a safe and respectful manner. Educators will remain vigilant in identifying potential health risks, respond promptly to illness or hygiene concerns, and ensure that all practices align with regulatory requirements and public health guidelines.

All hygiene practices must prioritise the protection of children from harm, uphold their dignity and wellbeing, and ensure that every child is safe, supported and cared for at all times.



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Implementation

To ensure effective implementation of this policy, staff receive regular training on hygiene practices, infection control procedures, and food safety. The service maintains records of cleaning schedules, food handling procedures, and staff training to monitor compliance. Hygiene procedures are clearly communicated to staff and families, and children are supported to engage in daily hygiene routines appropriate to their developmental stage. The policy is reviewed regularly and updated to reflect changes in legislation, best practice, or operational requirements.

Responsibilities

The Approved Provider is responsible for ensuring the service complies with all hygiene-related legislation and regulations and provides the resources necessary for staff to implement hygiene practices. The Nominated Supervisor and educators are responsible for modeling good hygiene practices, supervising children during hygiene routines, and reporting any hygiene or infection-related concerns. Families are responsible for supporting the service’s hygiene expectations by encouraging children to follow routines, informing the service of illness, and adhering to exclusion periods when necessary. Children are encouraged to participate in hygiene routines and follow staff guidance to maintain their personal hygiene.

Review

This policy will be reviewed annually or sooner if required due to changes in legislation, regulations, or best practices. Reviews will include consultation with staff, families, and other stakeholders to ensure the policy remains current and effective. Feedback from the review process will be incorporated to continually improve hygiene practices at Bateau Bay OSHC.

Review

Date:	Changes:	Reviewed by:
18/09/25	Policy Created	Charmayne Nathan
24/4/2026	Child Safe Standards & Paramountcy Principle was implemented in align with new laws and regulations	Charmayne Nathan