


|   |   |
|---|---|
|  | <b>Policy</b>                             |
|   | <b>Policy Category: HEALTH AND SAFETY</b> |
|   | Date Created: 17 August 2022              |
|   | Date Updated: 21 August 2024              |
|   | <b>Policy Name: HS2 Laundry Policy</b>    |

The purpose of this operational policy is to ensure there is an appropriate response for the hygienic laundering (off-site or on-site) of linen used by children and adults in order to meet Licensing Criteria HS2.

## Position Statement

Our centre maintains a high level of hygiene by weekly cleaning of items used by the children including dress-up clothing.

## Issue Outline

Regular cleaning of towels, tea towels, dress up clothes, bedding and other such items used by children is essential to control the spread of infections.

## Detail

### General:

This policy outlines the practice followed in ensuring that linen used by children at the centre is hygienically laundered. This involves:

1. Our centre uses its own washing machine to wash laundry onsite at the centre, but in unforeseen circumstances a load may be done off site (eg washing machine requires repairs).
2. We ensure hyper-allergenic washing powder is used.
3. A list of linen and other items that need weekly cleaning is displayed on the wall in the laundry.
4. A staff member is rostered each week to ensure these items are cleaned weekly.
5. All staff know the procedures and parents are informed in the enrolment process.

## Alignment with Other Policies

- HS12 – Hazard and Risk Management Policy
- HS30 – Washing Sick/Soiled Children Procedure
- HS2 – Laundry Procedure

## Relevant Background (including legislation/regulation references)

Licensing Criteria 2008, Health and Safety, Hygiene documentation required:

- **HS2:** a procedure for the hygienic laundering (off-site or on-site) of linen used by the children or adults.

## Impacts of Policy on Staff, Parents, Children

A standardised system keeps children safe by ensuring that cleaning is done on time and to appropriate standards. This gives assurance to staff and parents that materials children use are hygienic.

## Alignment with the Centre Philosophy

This policy ensures a safe environment, a crucial part of creating and maintaining the well-being of children in our care.

## Implications and/or Risks

- Children and/or adults at the centre are put at risk of infection and/or contamination from soiled or improperly laundered linen
- No standard system or policy
- Irregular practice of timing and quality of laundry.

## Implementation

Clear procedures have been developed and staff trained to follow them.

## Review

Review annually or when there is a significant change in the area of the policy topic.

|                                 |   |
|---------------------------------|---|
| <b>Authorised:</b>              |   |
| <b>Date:</b>                    |   |
| <b>Review Date:</b>             |   |
| <b>Consultation Undertaken:</b> | Emailed Board, Teachers via staff room notice board and parents via foyer notice board and storypark. |