

	Procedure
	Procedure Category: HEALTH AND SAFETY
	Date Created: 1 August 2022
	Procedure Name: Laundry Procedure

The purpose of this operational procedure is to meet the requirements of Licencing Criteria HS2

Position Statement

Our Centre has designed practices that promote the health and safety of children. By following procedures we maintain high standards and consistency amongst staff to minimise the spread of infection.

Issue Outline

To ensure the centre maintains a high level of hygiene a process will be in place whereby linen and other items used by the children and adults will be cleaned weekly (on-site). Parents have the right to expect that items used in their children's environment are clean and safe to use.

Alignment with Policies

This procedure aligns with the following Centre Policy:

- Laundry Policy
- Sleep Monitoring Policy
- Teacher/Staff Safety Checking Policy
- Child Protection Policy

Procedure Detail

Step	Procedure
1.	To observe tikanga and avoid cross contamination, items used for food preparation and eating will be washed separately.
2.	To observe tikanga and avoid cross contamination, items used in toileting or nappy changing will be washed separately, the same will apply to items used for first aid.
3.	To observe tikanga and avoid cross contamination, bedding will be washed separately from items used for art or general cleaning.
4.	Separate labelled buckets (or other means) are supplied for soaking urine/soiled or blood contaminated items, there is a list on the wall stating which bucket (or other means) to use with a stated purpose.
5.	Separate color coded or different types of cloths will be used for bathrooms, general cleaning, art tables and food.
6.	Washing machine to be set to warm wash for urine/soiled or blood items.
7.	There is a chart showing when bedding is due to be washed, all children's bedding is washed weekly.

Step	Procedure
8.	There is a duty roster and a cleaning chart for signing off when items are washed.
9.	Staff use the required specified amount of laundry powder/liquid.
10.	Linen washed onsite is dried in the sun or in a dryer that is regularly maintained, ventilated and lint removed.
11.	Our Centre washes laundry onsite. Laundry is washed and signed off as part of a weekly roster.
12.	Occasionally a load may be required to be taken offsite (eg washing machine need repairs) but the above procedures will be followed.

Relevant Background (including Legislation/Regulation/Licensing references)

Licensing Criteria 2008, Health and Safety, Hygiene

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

Implementation

Clear processes and 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 or the procedure.

Authorised:	
Date:	
Review Date:	
Consultation Undertaken:	