|  |  |
| --- | --- |
|  | **Procedure** |
| **Procedure Category: HEALTH AND SAFETY** |
| **Date Created: 1 August 2022** |
| Date Updated: 20 August 2025 |
| **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** |
| --- | --- |
|  | To observe tikanga and avoid cross contamination, items used for food preparation and eating will be washed separately. |
|  | 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. |
|  | To observe tikanga and avoid cross contamination, bedding will be washed separately from items used for art or general cleaning. |
|  | 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. |
|  | Separate color coded or different types of cloths will be used for bathrooms, general cleaning, art tables and food. |
|  | Washing machine to be set to warm wash for urine/soiled or blood items. |
|  | There is a chart showing when bedding is due to be washed, all children’s bedding is washed weekly. |
|  | There is a duty roster and a cleaning chart for signing off when items are washed. |
|  | Staff use the required specified amount of laundry powder/liquid. |
|  | Linen washed onsite is dried in the sun or in a dryer that is regularly maintained, ventilated and lint removed. |
|  | Our Centre washes laundry onsite. Laundry is washed and signed off as part of a weekly roster. |
|  | 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)**

Licencing 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:** | Josephine Sturm |
| **Date:** | 20 August 2025 |
| **Review Date:** | 20 August 2026 |
| **Consultation Undertaken:** | Emailed Board, Teachers via staff room notice board and parents via foyer notice board and storypark. |