Partnership with families  
17th August to 21st August 2020

Dear Families,

As a part of the continuous improvement required by the National Quality Standard, this week we are:

* making sure our building, equipment and resources are always safe, clean and well maintained. We regularly clean areas, especially during these COIVID times, and complete daily safety checks, but if you see something that concerns you, no matter how big or small, please let us know immediately so we can take appropriate action. Your child’s safety and wellbeing is our number one priority
* reviewing our Work Health and Safety Policy and Physical Environment (WHS, Learning and Admin) Policy in relation to safety hygiene checks, cleaning, hazardous substances and extreme heat.Summaries follow:

**Work Health and Safety Policy**

* The Approved Provider (AP) and Nominated Supervisor (NS) have a duty of care to ensure the health and safety of all everyone who enters the service. They will identify and eliminate or reduce all hazards and provide relevant training.
* Educators, staff and volunteers have a responsibility to take care of their own health and safety and ensure their conduct does not adversely affect the health and safety of others.
* The AP or NS will consult with educators, staff and volunteers about health and safety issues
* Educators, staff and volunteers are entitled to elect a health and safety representative
* The AP or NS must notify the Work Health and Safety Regulator as soon as they’re aware of a death or serious injury or illness at the service.

**Physical Environment (WHS, Learning and Admin) Policy – Safety hygiene checks, cleaning, hazardous substances, extreme heat**

The Approved Provider, Nominated Supervisor and/or educators will:

**Safety/Hygiene Checks**

* carry our daily safety checks of premises before children arrive
* carry our regular pest inspections using accredited pest control company
* regularly inspect trees for potential risks
* regularly organise testing of fire and electrical equipment
* ensure visitors sign in and out

**Cleaning**

* implement structured cleaning schedules
* use the least toxic cleaning substance possible
* use detergent to clean most surfaces
* use colour-coded sponges to eliminate cross-contamination of different areas
* wash toys at the end of each day, especially in younger children’s rooms, and immediately remove a toy for washing that has been sneezed on, mouthed, soiled or discarded by a child who has been unwell
* make a new batch of play dough each week and get children to wash hands before and after using play dough
* store cleaning equipment securely
* clean the service at the end of each day and throughout the day as the need arises
* clean up accidents and spills as quickly as possible

**Hazardous substances**

* ensure dangerous substances have a Material Data Safety Sheet, are stored in original containers with original labels and are inaccessible to children
* keep a register of all hazardous substances and equipment
* ensure child resistant lids or caps are properly closed after use

**Extreme Heat**

* implement steps in policy to protect all children from effects of abnormal hot weather eg regularly offer children water to drink, regularly sponge the faces of babies using cool, wet washers, ensure children are dressed in cool clothing and keep children indoors with air conditioning or fans

There are copies of the policies near the sign in/out sheet. Please take a moment to read them.

We value any feedback you may have.

Nominated Supervisor