Partnership with families  
21st June to 25th June 2021

Dear Families,

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

* reviewing the practices that ensure our building, furniture and equipment is always clean, safe and well maintained. Do you think we’re doing a good job? If you have any concerns in this area please don’t hesitate to bring them to our attention
* reviewing our Physical Environment Policy in relation to safety/hygiene checks, cleaning, hazardous substances and extreme heat. A summary follows:

**Physical Environment 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, immediately remove a toy for washing that has been sneezed on, 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, ensure children are dressed in cool clothing and keep children indoors with air conditioning or fans

There is a copy of the policy near the sign in/out sheet. Please take a moment to read it.

We value any feedback you may have.

Nominated Supervisor