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, 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 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