



POLICY: **Laundering of Linen**

Links: HS2

Rationale & Objectives:

The purpose of this operational policy is to ensure there is an appropriate response for the hygienic laundering (off-site or on-site) of linen used by children and adults to meet Licensing Criteria HS2.

Lumsden Kindergarten maintains a high level of hygiene by weekly and monthly cleaning of items used by the children, including dress-up clothing & material books.

Procedures:

Regular cleaning of towels, tea towels, dress-up clothes, material books, bedding and other such items used by children is essential to control the spread of infections.

This policy outlines the practice followed in ensuring that linen used by children at the centre is hygienically laundered. This involves:

- using a washing machine at the centre and/or sending off-site to a commercial (or other) facility.
- displaying a list of linen and other items that need weekly cleaning on the wall by the washing machine at Little Lumsden.
- rostering the Resource Support person each week to ensure these items are cleaned weekly.
- Lumsden Kindergarten doing its own washing.
- ensuring all staff know the procedures and parents are informed of the process.

Implementation:

- Children's sheets to be laundered at least weekly or more often if soiled/wet.
- Under blankets to be washed at least once per term.
- Linen to be washed and dried on the premises unless otherwise cannot be for a good reason such as machine failure.
- Cloths to be soaked in Napisan separately and washed separately.
- Cots, beds, waterproof sheets and mattress covers to be wiped down daily.
- Bibs & face cloths are washed daily

- Washing machine to be cleaned monthly and filter cleared weekly.
- Area around washing machine to be kept clear and surfaces and shelving to be wiped down weekly.

#### Tikanga Practices

- Towels that are used outside are colourful
- Towels that are used for body are white
- Buckets in the laundry area are coloured and labelled for specific items to go into to be washed

A standardised system keeps children safe by ensuring that cleaning is done on time and to appropriate standards. This gives assurance to kaiako and parents that materials children use are hygienic.

All linen or soiled items are washed on a hot wash

Clear procedures have been developed and team members trained to follow them.

Philosophy: *'trusting relationships'*

Policy Developed: June 2017

Reviewed: July 2018, June 2019, August 2020, Sept 2021, Dec 2022