

# **Greenwith Campus Outside School Hours Care**



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## **POLICY DOCUMENT**

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### **FACILITIES AND EQUIPMENT**

- ☐ Preparation of food and drinks
  - ☐ Kitchen and other refuse
  - ☐ Cleaning of equipment
  - ☐ Male and female toilet, hand basins and hand-drying facilities
  - ☐ Creative and other activities
  - ☐ Large and small group activities
  - ☐ Display of children's activities and work
  - ☐ Quiet space for children to retreat to, or lie down if unwell
- The indoor area is to be set up to allow children to participate in a variety of activities with easy access to equipment.
  - Easy access to areas should be maintained by making clear easily definable passageways and walkways through the building.
  - Staff will ensure that children properly store their bags and belonging and are not thrown into walkways or play areas.
  - All items obstructing areas are to be removed and placed in the correct storage areas.
  - Access for families with disabilities will be maintained, ensuring all necessary requirements are considered in the building environment.
  - Areas must be set up to ensure that proper supervision can be maintained at all times.
  - Access to the outdoor environment should be clear and easily accessible by the children and staff.

### **OUTDOOR ENVIRONMENT**

We will provide a safe and secure outdoor environment where children have access to a variety of activities, in which children are encouraged to participate.

- The outdoor environment will be smoke-free.
- No Smoking notices will be prominently displayed.
- The outdoor space will be inspected daily for any obstacles or dangerous items.
- These items shall be disposed of in safe and careful manner prior to the children playing in the area.
- The outdoor area will be set up in a variety of ways to encourage participation.
- Areas will be made available where children can play in large or small groups or by themselves.
- Supervision should be properly maintained. Children are only to play in the areas that are clearly visible to the staff, and where proper child / staff ratios are maintained.
- Clear boundaries shall be set and enforced.
- When it is necessary to go outside the boundaries or line of supervision, a staff member must accompany children.
- Adequate shade via trees and coverings will be maintained.

## HEATING, VENTILATION AND LIGHTING

We will provide a quality environment by ensuring adequate provision and maintenance of heating, ventilation and lighting in the centre.

- All heating and cooling systems will be of good quality and checked regularly to ensure safety and reliability. Any maintenance of the appliances will be conducted as per the maintenance schedule.
- All heating and cooling systems and power cords will be kept in a safe area and away from children.
- The staff will take individual needs and specific activities into account when ensuring that heating and ventilation levels are comfortable.
- Should staff, children or families complain about heating in the centre not being at a comfortable level, this matter will be drawn to the attention of the Director and steps made to address any concerns.
- Adequate ventilation will be provided at all times. Windows will be properly maintained to ensure easy opening and screens placed on them for protection from bugs and insects.
- Windows are to be opened during the operation of the centre unless closed to protect from extreme weather conditions or air-conditioner / heater is in use.
- Natural light is considered to be most desirable. Provision of natural light areas will be enhanced as much as possible.
- In areas made available for children's homework or other fine detail, natural light will be made available where possible and good overhead lighting provided.
- Adequate light will be maintained both indoors and outdoors. A security light will be placed at the entrance to the centre that clearly provides unobstructed view of the door and surrounding areas.
- Outdoor lighting will be suitable so that families, staff and children can enter and exit the building without any unsafe dark areas.

## STORAGE

The centre will provide safe and secure storage facilities for all indoor and outdoor equipment; ensuring relevant equipment is accessible to the children to encourage independence. Dangerous objects and all confidential records should be made inaccessible to children and all persons except those permitted to access them.

- A storage system should be devised that ensures easy access and un-cluttered storage of all equipment.
- Storage areas will be cleaned and tidied at least twice a year or when seen as necessary and recorded on the storage cleaning sheet.
- Play equipment and toys will be accessible to the children during the operating hours of the centre.
- Children will show respect for the equipment and be expected to pack equipment away that they remove from the cupboard.



- All areas will be checked regularly for any signs of pests or vermin.
- Should any pests or vermin be identified, then action should be taken to rid the centre of the problem by:
  1. Initially using non-chemical methods such as physical removal, maintaining a clean environment, and use of any non-chemical products (without compromising standards).
  2. Low irritant, environmentally friendly approved sprays to be used minimally and only with adequate ventilation and preferably not in the presence of the children.
  3. Other methods such as the employment of a pest control company if deemed necessary by management where the above methods have failed.
- If urgent, the Director may obtain a contractor from the register of approved contractors to address the problem.
- If non-urgent, the Director will bring the problem to the attention of the advisory committee in her report and will act in accordance with the agreed guidelines.
- Any use of registered hazardous substances should only be conducted outside the hours of the children's and staff presence in the building, by a registered approved contractor or the maintenance officer who has been adequately trained.

NB. This service uses only those products which have been assessed as safe and are recorded on the site's hazardous substance register.

#### **RESOURCES/REFERENCES**

- DECD Ventilation at <https://www.education.sa.gov.au/departments/media-centre/our-news/statement-ventilation-schools>
- CESA Guidelines <http://online.cesaneet.adl.catholic.edu.au/docushare/dsweb/HomePage>

  
 (Chairperson)

6 Jun 23  
 (Date Reviewed)

  
 (Principal)

6/6/2023  
 (Date Reviewed)