

# Greenwith Campus Outside School Hours Care



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## POLICY DOCUMENT

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<h2>FACILITIES AND EQUIPMENT</h2>
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# FACILITIES AND EQUIPMENT

## BACKGROUND

***A safe physical environment will allow children to play safely and will enable staff to supervise and interact with them. Risks can be minimised by ensuring the safety of buildings, grounds, equipment and furniture, and the safe storage and use of dangerous products.***

OSHCQA Factsheet #3 from National Childcare Accreditation Council

The physical environment plays a critical role in keeping children safe; reducing the risk of unintentional injuries; contributing to their wellbeing, happiness, creativity and developing independence; and determining the quality of children's learning and experiences.

## POLICY STATEMENT

The Our Lady of Hope Greenwith Campus OSHC service believes every child has the right to be safe and the safety of the buildings, furniture and equipment impacts directly on the safety of children, educators, co-ordinators, nominated supervisors and others. Implementing good maintenance, cleaning and appropriate safety precautions also contributes to ensuring that as many unintentional injuries as possible are prevented.

## RELATIONSHIP

Regulations	National Quality Standard	Other policies/Service documentation	Other legislation/Guidelines
103-117	3	Governance & Management Policy Cleaning Schedule Maintenance Schedule	
168	7.3		Food Safety Standards

## HOW THE POLICY WILL BE IMPLEMENTED

### INDOOR ENVIRONMENT

We aim to provide a comfortable and safe indoor environment that allows flexibility and access to a variety of quiet, active, group and individual activities. We will ensure that only the number of children that can comfortably fit into the building space will be enrolled.

- The centres indoor environment will be smoke-free.
- No Smoking notices will be prominently displayed.
- The centre will only enrol the number of children in the centre, which can comfortably fit into the building space and in accordance with the National Standards.
- Where children are indoors for long periods together due to weather conditions, special activities will be planned and other areas sought to disperse the group such as school halls and verandahs.
- Separate areas in the indoor environment will be provided for:
  - Staff to collect fees, answer phones and maintain daily records
  - Staff and families to talk in confidence
  - Children to store their bags and belongings
  - Storage of equipment, food, dangerous materials and family records

- 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.

- As far as possible, activities will be set up in shaded areas.
- Use of other outdoor venues will be considered where access to the area is safe, adequate supervision can be maintained, the area is considered of value to the children's physical development and personal comfort, and where adequate staff / child ratios can be maintained both indoors and outdoors.
- Access for children and people with a disability will be maintained ensuring all necessary requirements are considered in the building environment.

### **EQUIPMENT AND MAINTENANCE**

Our OSHC service endeavours to provide appropriate equipment that is well maintained, safe and inviting for children, as well as meeting their needs. The service budgets annually for this purpose.

- Equipment and furniture is checked regularly as part of the school's maintenance program to comply with relevant Australian Standards and the cleaning of toys and equipment is part of the OSHC routine.
- Provision will be made in the budget for regular maintenance and repair work and for deferred costs of major capital repairs. All contractors should have their own public liability insurance.
- Maintenance requirements are to be reported to the maintenance officer as soon as possible by entering the details in his maintenance record book.
- The maintenance book will record:
  1. Type of problem
  2. Date that it was observed
  3. What was done to rectify the problem
  4. Date repaired
- In the case of an emergency the maintenance officer will be contacted by phone.
- The Maintenance Officer will provide a maintenance review for the Advisory Committee.
- Should the centre be considered unsafe or as being a health risk, then the centre will be closed, after notice has been given to all relevant parties, until the problem has been rectified.

### **MISUSE OF EQUIPMENT BY CHILDREN**

Deliberate misuse of the equipment and consumables resulting in its destruction will result in the families being responsible financially for its replacement.

- The Director will determine through investigation whether the damaged equipment or consumables were deliberately damaged through misuse.
- If the Director determines that the equipment / consumables were damaged through deliberate misuse, then an itemised bill and letter explaining the situation will be sent home to the families of the child.
- When more than one child is involved in the misuse, then the bill will be divided accordingly.
- The families have 7 days in which to finalise the bill.

## **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 equipment is to be neatly packed away at the end of each session.
- Craft equipment will be stored in a separate area; children should ask permission before removing any craft equipment, such as paints and glues etc, not set up by the staff.
- Drawing paper and other materials will be made available to the children at all appropriate times.
- All craft equipment is to be properly washed and cleaned before storage.
- Where room permits, a separate storage area will be available for large outdoor and sporting equipment.
- All items such as cleaning materials, disinfectants, flammable, poisonous and other dangerous substances, tools, toiletries, first-aid equipment, and medications should be stored in the designated secured area which is inaccessible to the children.
- Staff are responsible to ensure that these areas remain secure and do not inadvertently provide access to these items by the children.
- Kitchen and other effuse areas will be provided; containers will be lidded, cleaned and emptied daily.

### **SECURITY**

We will ensure the proper security of the building and staff by ensuring the following measures are in place regarding entry and access to the building:

- Only approved staff will be given a key to access the building and equipment areas.
- A key register will be maintained that indicates the person's receipt of the key, date received, and date returned on completion of employment.
- The office will store all records and monies and they will be kept secure at all times.
- Staff will ensure that the building is left in a secure manner before leaving.
- Staff must ensure that all windows, cupboards, lockable cabinets and other relevant areas are locked. All heating and lighting is off and all doors properly secured.
- Staff will inform the police and the school as soon as possible if there has been a break-in to the centre of any kind.
- Staff will remain at the centre until the police arrive or inform them of what to do.

### **PEST CONTROL**

We will provide a clean and safe environment by ensuring that every effort is made to maintain a pest and vermin free centre. We will endeavour to do this by using products and services that meet agreed WHS & Safety compliances.

- Equipment and especially food items will be properly stored so as not to attract pests and vermin.
- Refuse bins and disposal areas will be emptied and cleaned daily.

- Kitchen and food preparation areas and storage will be hygienically maintained daily.
- 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/department/media-centre/our-news/statement-ventilation-schools>
- CESA Guidelines <http://online.cesamet.adl.catholic.edu.au/docushare/dsweb/HomePage>

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**(Chairperson)**

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**(Date Reviewed)**

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**(Principal)**

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**(Date Reviewed)**