

## B-1 Facility Management

### NQS

QA. 2.1	Each child's health and physical activity is supported and promoted
QA. 2.2	Each child is protected.
QA. 2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
QA. 3.1	The design of the facilities is appropriate for the operation of a service.
QA. 3.1.1	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
QA. 3.1.2	Premises, furniture and equipment are safe, clean and well maintained.
QA. 7.1	Governance supports the operation of a quality service.

### National Regulations

Reg. 103	Premises, furniture and equipment to be safe, clean and in good repair
Reg. 168	Education and care service must have policies and procedures
Reg. 180	Evidence of prescribed insurance

### My Time, Our Place

LO. 1	Children feel safe, secure, and supported
-------	---

### Policy Statement

We will ensure the proper security of the building and educators by implementing appropriate measures regarding entry and access to the OSHC premises.

### Related Policies

- MELROSE PARK OSHC Policy A-15: Role of Management Committee
- MELROSE PARK OSHC Policy A-21: Insurance
- MELROSE PARK OSHC Policy B-2: Building Equipment Repairs and Maintenance
- MELROSE PARK OSHC Policy B-5: Pest Control
- MELROSE PARK OSHC Policy D-26: Security
- MELROSE PARK OSHC Policy D-28: Occupational Health and Safety

## Procedure

The building and facilities in which Melrose Park OSHC runs out of are the responsibility and ownership of Melrose Park Public School.

The Centre Director in consultation with the Management Committee and School Principal will ensure the appropriate measures are carried out to maintain the effective management of the building and facilities, including timely repair of concerning issues.

The school cleaner will ensure any waste left in the Centre at the end of every shift is disposed of daily.

The school toilets will be cleaned by the school cleaner and educators every day during Term Time. Melrose Park OSHC educators will carry out regular checks to ensure there is adequate supply of soap, paper towels and toilet paper, should this not be adequately stocked by the school cleaner. During Vacation Care, educators will be responsible for ensuring the cleanliness of the school toilets.

The school, along with the Centre Director, will routinely monitor and ensure necessary measures are taken to maintain a pest and vermin free environment (see B-5 Pest Control Policy).

The building and facilities will be in compliance with National, State and Local building and fire codes.

The Management Committee will ensure the contents of the facility are insured to adequately protect the service in the event of theft, loss or damage.

All trees, plants and grassed areas surrounding the building will be monitored and maintained by persons employed by the Department of Education and Training.

## Sources

- Educational and Care Services National Regulations 2011
- National Quality Standard
- Work Health and Safety Act 2011
- Fire & Rescue NSW: <http://www.fire.nsw.gov.au/>

Endorsed Date:	October 2018
Review Date:	October 2019

## B-2 Building Equipment Repairs & Maintenance

### NQS

QA. 2.2	Each child is protected.
QA. 2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
QA. 3.1	The design of the facilities is appropriate for the operation of a service.
QA. 3.1.1	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
QA. 3.1.2	Premises, furniture and equipment are safe, clean and well maintained.
QA. 3.2.1	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
QA. 7.1	Governance supports the operation of a quality service.

### National Regulations

Reg. 103	Premises, furniture and equipment to be safe, clean and in good repair
Reg. 105	Furniture, materials and equipment
Reg. 168	Education and care service must have policies and procedures

### My Time, Our Place

LO. 1	Children feel safe, secure, and supported
-------	---

### Policy Statement

We will provide a safe and secure environment through proper and immediate attention to all aspects of building and equipment repairs and maintenance.

### Related Policies

- MELROSE PARK OSHC Policy A-15: Role of Management Committee
- MELROSE PARK OSHC Policy B-1: Facility Management
- MELROSE PARK OSHC Policy D-26: Security
- MELROSE PARK OSHC Policy D-28: Occupational Health and Safety

## Procedure

Equipment will be chosen to meet the children's developmental needs and interests.

Buildings and all equipment will be maintained in a safe, clean condition and in good repair at all times.

There must be no damaged plugs, sockets, power cords or extension cords. All plug sockets shall be maintained as child safe.

Electrical appliances shall be in good working order.

Electrical circuit breakers will be installed and be maintained.

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.

The Centre and equipment will be regularly checked to ensure that they are in a good and safe condition and comply with relevant legislative standards.

Equipment will be regularly washed and cleaned.

Recycled craft materials should be checked for potential hazards.

Educators should ensure safe handling of all tools, particularly sharp tools, if used as part of any activity.

Parents will be encouraged to notify educators of any problems that they might observe.

Anything that requires maintenance is to be reported to the Centre Director as soon as possible.

Faulty equipment should be removed or protection placed around any dangerous building sites.

For urgent repairs, the Director will organise a contractor/repair person to attend to the problem. The contractor will be chosen in consultation with School administration.

Non-urgent repairs will be reported to the Director who will note this in their report and bring it to the attention of the Committee at the next meeting. The Committee and Director will organise to rectify the problem.

For major repairs, a minimum of three quotes will be sought and reviewed by the Committee who will make a decision on further course of action. The Director or someone on the committee may obtain the quotes.

Maintenance reviews should be done as part of the Director's report at each meeting.

It is the committee's responsibility once a problem has been raised to ensure that it is rectified in the most efficient manner and that the Centre is safe for educators, children and families.

Should the Centre be considered unsafe or as posing a health risk, then the Centre will be closed, after notice has been given to all relevant parties, until the problem has been rectified.

## Sources

- Educational and Care Services National Regulations 2011
- National Quality Standard
- Work Health and Safety Act 2011
- Kidsafe NSW
- Lease Agreement

Endorsed Date:	October 2018
Review Date:	October 2019

## B-3 Storage

### NQS

QA. 2.2	Each child is protected.
QA. 2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
QA. 3.1	The design of the facilities is appropriate for the operation of a service.
QA. 3.1.1	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
QA. 3.1.2	Premises, furniture and equipment are safe, clean and well maintained.
QA 3.2.1	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
QA. 3.2	The service environment is inclusive, promotes competence and supports exploration and play-based learning.
QA. 3.2.2	Resources, materials and equipment allow for multiple uses, are sufficient in number, and enable every child to engage in play-based learning.
QA. 7.1	Governance supports the operation of a quality service.
QA. 7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.

### National Regulations

Reg. 168	Education and care service must have policies and procedures
Reg. 181	Confidentiality of records kept by approved provider
Reg. 183	Storage of records and other documents

### My Time, Our Place

LO. 1	Children have a strong sense of identity
-------	--

### Policy Statement

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.

### Related Policies

- MELROSE PARK OSHC Policy A-11: Maintenance of Records
- MELROSE PARK OSHC Policy A-17: Privacy and Confidentiality
- MELROSE PARK OSHC Policy B-1: Facility Management

- MELROSE PARK OSHC Policy D-2: Hygiene
- MELROSE PARK OSHC Policy D-4: Food Safety and Handling
- MELROSE PARK OSHC Policy D-5: Hazardous Materials
- MELROSE PARK OSHC Policy D-10: First Aid
- MELROSE PARK OSHC Policy D-20: Medication
- MELROSE PARK OSHC Policy D-26: Security
- MELROSE PARK OSHC Policy D-28: Occupational Health and Safety

## **Procedure**

A storage system will 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 more often, as necessary.

Play equipment and toys will be stored in the designated areas. These will be accessible to the children during the operating hours of the Centre.

Educators will ensure children are taught to show respect for the equipment and be expected to pack equipment away that they remove from the cupboards / storage.

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 educators.

Drawing paper and other materials will be made available to the children at all times.

All craft equipment is to be properly washed and cleaned before storage.

All items such as cleaning materials, disinfectants, flammable, poisonous and other dangerous substances, tools, toiletries, first aid equipment, and medications should be stored designated secured areas which are inaccessible to the children. Educators will be responsible for ensuring that these areas remain secure and do not inadvertently provide access to these items to the children.

Areas will be designated specifically to the storage of food and food preparation utensils. All food will be stored in clean, sealed containers. These containers will be sanitised and kept according to the Hygiene Policy.

Refuse bins will be provided for specific areas. Children will have access to a recycling bin for paper only and this will be disposed of at the end of every week unless deemed necessary sooner. Bins designated for specific use in the kitchen and for food scraps, will be lidded, cleaned regularly and emptied at the end of every shift (see D-2 Hygiene Policy).

Educators and Management will ensure that all family and educator records pertaining to any information obtained, as outlined in the Privacy and Confidentiality Policy, are kept in the nominated secure place, ensuring that records are kept confidential and not left accessible to others during the

course of the daily operations. This will be accessible only to the Nominated Supervisor or Responsible Person on duty and locked when the service is not open (including overnight).

Educator personal belongings are to be kept in the designated area in the office area.

## Sources

- Educational and Care Services National Regulations 2011
- National Quality Standard
- My Time, Our Place Framework for School Age Care in Australia
- Work Health and Safety Act 2011
- Privacy Act 1988

Endorsed Date:	October 2018
Review Date:	October 2019

## B-4 Heating, Ventilation & Lighting

### NQS

QA. 2.2	Each child is protected.
QA. 2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
QA. 3.1	The design of the facilities is appropriate for the operation of a service.
QA. 3.1.1	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
QA. 3.1.2	Premises, furniture and equipment are safe, clean and well maintained.
QA. 3.2.1	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
QA. 7.1	Governance supports the operation of a quality service.
QA. 7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.

### National Regulations

Reg. 103	Premises, furniture and equipment to be safe, clean and in good repair
Reg. 105	Furniture, materials and equipment
Reg. 110	Ventilation and natural light
Reg. 168	Education and care service must have policies and procedures

### Policy Statement

We aim to provide a comfortable environment by ensuring adequate provision and maintenance of heating, ventilation and lighting in the Centre.

### Related Policies

- MELROSE PARK OSHC Policy A-14: Complaints
- MELROSE PARK OSHC Policy B-1: Facility Management
- MELROSE PARK OSHC Policy B-2: Building Equipment Repairs and Maintenance
- MELROSE PARK OSHC Policy B-6: Indoor Environment
- MELROSE PARK OSHC Policy D-5: Hazardous Materials
- MELROSE PARK OSHC Policy D-26: Security
- MELROSE PARK OSHC Policy D-28: Occupational Health and Safety

## Procedure

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 policy (see B-2 Building Equipment Repairs and Maintenance Policy).

All heating and cooling systems and power cords will be kept in a safe area and away from children (see D-28 Occupational Health and Safety Policy and B-6 Indoor Environment Policy).

The supervisor on duty will take individual needs and specific activities into account when ensuring that heating and ventilation levels are comfortable.

Should educators, children or parents complain about heating in the Centre not being at a comfortable level, this matter will be drawn to the attention of the Management Committee and steps made to address the problem (see A- 14 Complaints Policy).

Adequate ventilation will be provided at all times. Windows will be properly maintained to ensure easy opening.

Where activities involve toxic materials such as paints and glues, educators will ensure there is adequate ventilation before undertaking the activity (see D-5 Hazardous Materials Policy).

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 (see B-6 Indoor Environment Policy).

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 parents, educators and children can enter and exit the building without any unsafe dark areas. If this responsibility falls into the jurisdiction of the school then any outdoor lighting issues will be brought to the attention of the Management Committee who will ensure the issue is then passed on to the school liaison.

## Sources

- Educational and Care Services National Regulations 2011
- National Quality Standard
- Work Health and Safety Act 2011

Endorsed Date:	October 2018
Review Date:	October 2019

## B-5 Pest Control

### NQS

QA. 2.1	Each child's health and physical activity is supported and promoted
QA. 2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
QA. 2.2	Each child is protected.
QA. 3.1.2	Premises, furniture and equipment are safe, clean and well maintained.
QA. 7.1	Governance supports the operation of a quality service.

### National Regulations

Reg. 77	Health, hygiene and safe food practices
Reg. 103	Premises, furniture and equipment to be safe, clean and in good repair
Reg. 110	Ventilation and natural light
Reg. 168	Education and care service must have policies and procedures

### Policy Statement

We will provide a clean and safe environment by ensuring that every effort is made to maintain a vermin free Centre. We will endeavor to do this with minimum use of chemicals.

### Related Policies

- MELROSE PARK OSHC Policy B-1: Facility Management
- MELROSE PARK OSHC Policy B-2: Building Equipment Repairs and Maintenance
- MELROSE PARK OSHC Policy B-6: Indoor Environment
- MELROSE PARK OSHC Policy D-2: Hygiene
- MELROSE PARK OSHC Policy D-4: Food Safety and Handling
- MELROSE PARK OSHC Policy D-5: Hazardous Materials
- MELROSE PARK OSHC Policy D-28: Occupational Health and Safety

### Procedure

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 cleaned and maintained daily.

All areas will be checked daily for any signs of pests or vermin.

A company will be engaged, as required, to undertake professional pest control works.

Should any pests or vermin be identified then action should be taken to rid the Centre of the problem by:

- initially using non-chemical methods such as physical removal, maintaining a clean environment, and use of any non-chemical products
- low irritant, environmentally friendly sprays to be used minimally and only with adequate ventilation and preferably not in the presence of the children
- 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 School Office to address the problem as, being owner of the premises, the Department of Education Training has maintenance responsibilities.

If non urgent, the Director will bring the problem to the attention of Management in their report and Management will decide on the appropriate course of action.

All parents will be notified of any use of chemicals.

Any use of chemical products should only be conducted outside the hours of both the children's and educators' presence in the building.

All action will be taken to remove the children, educators and parents from the environment for as long as is safe and viable.

## Sources

- Educational and Care Services National Regulations 2011
- National Quality Standard
- Work Health and Safety Act 2011

Endorsed Date:	October 2018
Review Date:	October 2019

## B-6 Indoor Environment

### NQS

QA. 2.1	Each child's health and physical activity is supported and promoted
QA. 2.2	Each child is protected.
QA. 3.1	The design of the facilities is appropriate for the operation of a service.
QA. 3.1.1	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
QA. 3.1.2	Premises, furniture and equipment are safe, clean and well maintained.
QA. 3.2	The service environment is inclusive, promotes competence and supports exploration and play-based learning.
QA. 3.2.1	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
QA. 3.2.2	Resources, materials and equipment allow for multiple uses, are sufficient in number, and enable every child to engage in play-based learning.
QA. 7.1	Governance supports the operation of a quality service.

### National Regulations

Reg. 82	Tobacco, drug and alcohol-free environment
Reg. 103	Premises, furniture and equipment to be safe, clean and in good repair
Reg. 105	Furniture, materials and equipment
Reg. 107	Space requirements—indoor space
Reg. 109	Toilet and hygiene facilities
Reg. 110	Ventilation and natural light
Reg. 111	Administrative space
Reg. 115	Premises designed to facilitate supervision
Reg. 168	Education and care service must have policies and procedures

### Policy Statement

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 environment will be enrolled.

### Related Policies

- MELROSE PARK OSHC Policy B-1: Facility Management
- MELROSE PARK OSHC Policy B-2: Building Equipment Repairs and Maintenance
- MELROSE PARK OSHC Policy B-3: Storage
- MELROSE PARK OSHC Policy B-4: Heating, Ventilation and Lighting
- MELROSE PARK OSHC Policy B-5: Pest Control

- MELROSE PARK OSHC Policy B-7: Outdoor Environment
- MELROSE PARK OSHC Policy D-2: Hygiene
- MELROSE PARK OSHC Policy D-28: Occupational Health and Safety
- MELROSE PARK OSHC Policy E-1: Daily Routines

## Procedure

The Centre's indoor environment will be smoke free.

The Centre will only enroll the number of children in the Centre which can comfortably fit into the environment and in accordance with the Educational and Care Services National Regulations 2011.

The indoor space will be inspected daily for any obstacles or dangerous items through a daily risk assessment. Any hazards will be noted on the WHS Risk Assessment form and reported to the responsible person on duty.

Where children are indoors together for long periods due to weather conditions, special activities will be planned and if necessary, other areas sought to disperse the group such as school halls and verandas.

Where facilities allow, separate areas in the indoor environment will be provided for:

- Parents to sign their children in/out of the Centre
- Educators to answer phones, and maintain daily records
- Educators and parents 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 do homework 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.

Educators will ensure that children properly store their bags and that their bags and other items are not thrown into walkways or play areas.

All items obstructing areas are to be removed and placed in the correct storage areas (see D-28 Workplace Health and Safety Policy).

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 educators.

Indoor spaces will be well ventilated, include adequate natural light, where possible, and be maintained at a temperature which ensures the safety and comfort of all at the centre.

## Sources

- Educational and Care Services National Regulations 2011
- National Quality Standard
- Work Health and Safety Act 2011
- My Time, Our Place Framework for School Age Care in Australia
- Children (Education and Care Services National Law Application) Act 2010

Endorsed Date:	October 2018
Review Date:	October 2019

## B-7 Outdoor Environment

### NQS

QA. 2.1	Each child's health and physical activity is supported and promoted
QA. 2.2	Each child is protected.
QA. 3.1	The design of the facilities is appropriate for the operation of a service.
QA. 3.1.1	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
QA. 3.1.2	Premises, furniture and equipment are safe, clean and well maintained.
QA. 3.2	The service environment is inclusive, promotes competence and supports exploration and play-based learning.
QA. 3.2.1	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
QA. 3.2.2	Resources, materials and equipment allow for multiple uses, are sufficient in number, and enable every child to engage in play-based learning.
QA. 7.1	Governance supports the operation of a quality service.

### National Regulations

Reg. 82	Tobacco, drug and alcohol-free environment
Reg. 104	Fencing
Reg. 108	Space requirements —outdoor space
Reg. 113	Outdoor space—natural environment
Reg. 114	Outdoor space—shade
Reg. 115	Premises designed to facilitate supervision
Reg. 168	Education and care service must have policies and procedures

### My Time, Our Place

LO. 1	Children feel safe, secure and supported
LO. 2	Children are connected with and contribute to their world
	Children become socially responsible and show respect for the environment
LO. 4	Children are confident and involved learners
	Children develop dispositions such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
	Children resource their own learning through connecting with people, place, technologies and natural and processed materials

### Policy Statement

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, which promotes investigation and respect for the natural environment.

## Related Policies

- MELROSE PARK OSHC Policy B-1: Facility Management
- MELROSE PARK OSHC Policy B-2: Building Equipment Repairs and Maintenance
- MELROSE PARK OSHC Policy B-6: Indoor Environment
- MELROSE PARK OSHC Policy C-11: Educator Child Ratios
- MELROSE PARK OSHC Policy D-2: Hygiene
- MELROSE PARK OSHC Policy D-8: Sun Protection
- MELROSE PARK OSHC Policy D-26: Security
- MELROSE PARK OSHC Policy D-28: Occupational Health and Safety
- MELROSE PARK OSHC Policy D-30: Supervision

## Procedure

The Centre will only enroll the number of children that can comfortably use the outdoor space in accordance with the Educational and Care Services National Regulations 2011.

The outdoor environment will be smoke free.

The outdoor space will be inspected daily for any obstacles or dangerous items through a daily risk assessment. These items shall be disposed of in a safe and careful manner prior to the children playing in the area.

The outdoor space will be set up in a variety of ways to encourage participation and exploration and experiences with the natural environment.

Various climatic conditions will be taken into account when utilising the outdoor space. Undercover areas will be made available to all children when utilising the outdoor environment in cases of wet weather and extreme heat. Educators and children will be required to demonstrate appropriate sun protection in compliance with the Sun Protection Policy.

Children will have safe, easy access to toileting facilities as well as access to fresh water.

Clear boundaries shall be set and enforced using supervision and risk factors (such as school fencing, cars etc.) in boundary decision making. Children are only able to play in the outside area directly in front of the Centre to ensure that appropriate supervision is upheld. Educator: child ratios or other factors that may also affect the boundary requirements.

When it is necessary to go outside the boundaries or line of supervision, an educator must accompany children or move so that they can see all children in their care.

The outdoor area will be comprised of both fixed and moveable equipment. The Centre will provide storage for outdoor equipment and ensure equipment is made available to children during allocated outdoor play.

Where possible, the outdoor area should be made easily accessible for children with varying mobility.

To ensure adequate supervision at all times, where possible, the indoor environment should open out to the outdoor environment with easy access for educators and children.

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 educator/child ratios can be maintained both indoors and outdoors.

## Sources

- Educational and Care Services National Regulations 2011
- National Quality Standard
- Work Health and Safety Act 2011
- My Time, Our Place Framework for School Age Care in Australia
- Children (Education and Care Services National Law Application) Act 2010
- Network of Community Activities Factsheet – 'Encouraging Children Outdoors'

Endorsed Date:	October 2018
Review Date:	October 2019