

INDOOR ENVIRONMENT (Providing a Child Safe Environment)

POLICY STATEMENT

Our Service provides an environment that ensures the safety, health and wellbeing of children at all times. We will 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.

CONSIDERATIONS

Education and Care Services National Regulations	82,103, 105, 107, 109, 110, 115, 168
National Quality Standard	QA2, QA3, QA7
Other Service Policies/Documentation	<ul style="list-style-type: none">• Educator Handbook/Manual• Family handbook• Staffing policies• Health & Safety policies• Providing a Child Safe Environment policies
Other	<ul style="list-style-type: none">• Keep Them Safe NSW• My Time, Our Place• Work Health & Safety Act 2011

PROCEDURE

- The Nominated Supervisor or Responsible Person will only enrol the number of children in the service, which can comfortably fit into the building space and in accordance with the National Regulations.
- Where children are indoors for long periods due to weather conditions, special activities will be planned and other areas sought to disperse the group such as school halls, school classrooms and verandas.
- Separate areas in the indoor environment will be provided for:
 - Signing children in/out of the service.
 - Collection of fees, answering phones, and maintaining daily records.
 - Educators and families to talk in confidence.
 - Children to store their bags and belongings.
 - Storage of equipment, food, dangerous materials, and family records.
 - Kitchen and preparation of food and drinks.
 - Cleaning of equipment.
 - Male and female toilets, hand washing basins and hand drying facilities.

- Creative and other play 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. Drawing paper and other materials will be made available to the children at all times.
- 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 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.
- Areas must be set up to ensure that proper supervision can be maintained at all times.
- 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 the service.