

## BUILDING, EQUIPMENT & MAINTENANCE (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 safe and secure environment through proper and immediate attention to all aspects and procedures of building, equipment repairs and maintenance.

### CONSIDERATIONS

Education and Care Services National Regulations	103, 105, 168
National Quality Standard	QA2, QA3, 6.2, 7.1
Other Service Policies/Documentation	<ul style="list-style-type: none"><li>• Family handbook</li><li>• Centre Jobs</li><li>• Maintenance &amp; Repairs Folder</li><li>• Staffing policies</li><li>• Health &amp; Safety policies</li><li>• Providing a Child Safe Environment polices</li></ul>
Other	<ul style="list-style-type: none"><li>• My Time Our Place</li><li>• Work Health &amp; Safety Act 2011</li><li>• Kidsafe NSW</li><li>• Department of Education Lease Agreement</li></ul>

### PROCEDURE

- The building and facilities in which Maroubra Junction Before & After School and Vacation Care Centre runs out of are the responsibility and ownership of Maroubra Junction Public School.
- The Directors in consultation with the Management Committee and school Principal will ensure the appropriate measures are carried out to maintain the effective management of the buildings maintenance.
- Equipment will be chosen to meet the children's developmental needs and interests. There will be sufficient access to furniture, materials and developmentally appropriate equipment suitable for the education and care for each child.
- Service premises and all equipment and furniture will be maintained in a safe, clean condition and in good repair at all times.
- Children will be provided with adequate, developmentally and age-appropriate toilet, washing and drying facilities. These will enable safe use and convenient access by children.

- 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.
- Management will develop a list of fully licensed and insured trades persons, which is made available to educators. This list will be reviewed on an annual basis.
- All contractors should have their own public liability insurance.
- The service and equipment will be regularly checked to ensure that they are in a good and safe condition, comply with relevant Australian Standards and have appropriate soft-fall surfacing maintained.
- Equipment will be regularly washed and cleaned.
- Recycled craft materials should be checked for potential hazards.
- Educators should ensure safe handling of all tools if used as part of any activity.
- Families will be encouraged to notify educators of any safety issues they observe.
- Anything that requires maintenance is to be reported to the Nominated Supervisor or Responsible Person as soon as possible.
- Faulty equipment should be removed or protection placed around any dangerous building sites.
- A maintenance book will be kept that records any major maintenance that needs to be addressed.
- For smaller, incidental repairs, these are recorded in the daily communication spreadsheet.
  - Type of problem
  - Date that it was observed
  - Who notified the Nominated Supervisor/Responsible Person and when?
  - What was done to rectify the problem?
  - Date repaired
  - Tradesperson employed to repair the problem
- For urgent repairs the Nominated Supervisor or Responsible Person will organise a contractor to attend to the problem. The contractor will be chosen from a list that has been previously approved by the committee and/or school.
- Non-urgent repairs will be recorded in the maintenance spreadsheet. The Nominated Supervisor/Directors will note this in their report and bring it to the attention of management at the next meeting. Management and the Nominated Supervisor/Directors will organise to rectify the problem.

- For major repairs a minimum of three quotes will be sought and reviewed by management who will make a decision on a further course of action. The Nominated Supervisor/Directors or someone with management control may obtain the quotes.
- Maintenance reviews should be done as part of the Nominated Supervisor/Director's report at each meeting.
- The Nominated Supervisor/Directors will also give a review of works completed by any tradesman employed, for future reference.
- It is the responsibility of management, once a problem has been raised, to ensure that it is rectified in the most efficient manner and that the service is safe for children, families and educators.
- Should the service be considered unsafe or as being a health risk, then the service will be closed, after notice has been given to all relevant parties, until the problem has been rectified.
- The service will have an appropriate number of first aid kits that are suitable to the ages and needs of the children attending. The first aid kit will be well stocked and be easily recognised and accessible at all times.
- If centre is located within school grounds the Nominated Supervisor and/or management committee will inform the school if any building or equipment is presumed unsafe or in need of repairs. Then follow their instructions as to their maintenance procedures.