

B-6 Indoor Environment

Epping Heights OSHC.

NQS

QA. 2.2.1	Supervision.
QA. 2.2	Safety.
QA. 3.1	Design
QA. 3.1.1	Fit for purpose.
QA. 3.1.2	Upkeep.
QA. 3.2	Use
QA. 3.2.1	Inclusive environment.
QA. 3.2.2	Resources support play-based learning.
QA. 3.2.3	Environmentally responsible.
QA. 4.1.1	Organisation of Educators
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.
QA. 7.2.1	Continuous improvement.

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 available space will be enrolled.

RELATED POLICIES

- Epping Heights OSHC Policy B-1: Facility Management
- Epping Heights OSHC Policy B-2: Building Equipment Repairs and Maintenance
- Epping Heights OSHC Policy B-3: Storage
- Epping Heights OSHC Policy B-4: Heating, Ventilation and Lighting

- Epping Heights OSHC Policy B-5: Pest Control
- Epping Heights OSHC Policy B-7: Outdoor Environment
- Epping Heights OSHC Policy D-2: Hygiene
- Epping Heights OSHC Policy D-28: Workplace, Health and Safety
- Epping Heights OSHC Policy E-1: Daily Routines

PROCEDURE

The Centre's indoor environment will be smoke free.

No smoking notices will be 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 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 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, classrooms 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

Staff to answer phones and maintain daily records (see A-17: Privacy and Confidentiality and A-11: Maintenance of Records Policies)

Staff and parents to talk in confidence (See A-17: Privacy and Confidentiality Policy)

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 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. Activities should be set up before each session to allow for maximum supervision when the children are in attendance.

The indoor area is designed to be inclusive towards all developmental needs and individual preferences of the children within the service. The environment promotes independent exploration, competence and learning through play.

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 that their bags and other items are not obstructing walkways or play areas.

All items obstructing areas are to be removed and placed in the correct storage areas (see 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 staff.

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

- Education 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
- United Nations Convention on the Rights of the Child

Endorsed: 24/04/2024	Review Date: 24/04/2026
----------------------	-------------------------