



# Woolooware Outside School Hours Care

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## FACILITY MANAGEMENT POLICY

### **POLICY STATEMENT**

Woolooware Outside of School Hours Care will ensure the proper security of the building and educators by implementing appropriate measures regarding entry and access to the OSHC premises.

### **CONSIDERATIONS**

Education and Care Services National Regulations – R103, R168, R180

National Quality Standard – 2.1.1, 2.2, 3.1.1, 3.1.2, 3.2.2, 7.1.2, 7.1.3

My Time Our Place: LO. 1

Other Service policies/documentation – Hygiene Policy, Governance and Management Policy, Providing a Child Safe Environment Policy, Management of Animals Policy

### **PROCEDURES**

The building and facilities in which WOSHC runs out of are the responsibility and ownership of Woolooware 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 allocated school bins will be disposed of daily. The school toilets will be cleaned by the school cleaner every day during Term Time. WOSHC educators will carry out regular checks of the hall toilets to ensure cleanliness and that there is adequate supply of soap, paper towels and toilet paper, should this not be adequately stocked by the school cleaner.

The school, along with the Centre Director, will routinely monitor and ensure necessary measures are taken to maintain a pest and vermin free environment.

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.

DATE ENDORSED: April 26, 2021

DATE FOR REVIEW AND EVALUATION: April 25, 2023