



# Woolooware Outside School Hours Care

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## INDOOR ENVIRONMENT POLICY

### **POLICY STATEMENT**

Woolooware Outside School Hours Care 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.

### **CONSIDERATIONS**

Education and Care Services National Regulations – R82, R103, R105, R107, R109, R110, R111, R115, R168

National Quality Standard – 2.1.1, 2.2.1, 2.2, 3.1.1, 3.1.2, 3.2.1, 3.2.2, 3.2.3, 7.1.2, 7.1.3, 7.2.1

Other Service policies/documentation – Facility Management Policy, Building Equipment Repairs and Maintenance Policy, Storage Policy, Heating Ventilation and Lighting Policy, Pest Control Policy, Outdoor Environment Policy, Hygiene Policy, WHS Policy, Work Health and Safety Act 2011

### **PROCEDURES**

The Centre's indoor environment will be smoke free. No smoking notices will be prominently displayed.

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 the school COLA.

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



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- Kitchen
- Area for rubbish disposal
- 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.

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.

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.

DATE ENDORSED: April 26, 2021

DATE FOR REVIEW AND EVALUATION: April 26, 2023