B-6 Indoor Environment

NQS

QA. 2.1.1	Health.
QA. 2.2.1	Supervision.
QA. 2.2	Safety.
QA. 3.1.1	Fit for purpose.
QA. 3.1.2	Upkeep.
QA. 3.2.1	Inclusive environment.
QA. 3.2.2	Resources support play-based learning.
QA. 3.2.3	Environmentally responsible.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.
QA. 7.2.1	

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 environment will be enrolled.

Related Policies

- Sylvania Heights BASC Policy B-1: Facility Management
- Sylvania Heights BASC Policy B-2: Building Equipment Repairs and Maintenance
- Sylvania Heights BASC Policy B-3: Storage
- Sylvania Heights BASC Policy B-4: Heating, Ventilation and Lighting
- Sylvania Heights BASC Policy B-5: Pest Control
- Sylvania Heights BASC Policy B-7: Outdoor Environment
- Sylvania Heights BASC Policy D-2: Hygiene

- Sylvania Heights BASC Policy D-28: Workplace, Health and Safety
- Sylvania Heights BASC Policy E-1: Daily Routines

Procedure

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.

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 school halls 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
- 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
- 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
- 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.

Easy access to areas should be maintained by making clear easily definable passageways and walkways though the building.

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 (see D-28 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 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.

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

Endorsed: xx/xx/2019
Review date: xx/xx/2021