



Dara School

Out of School Hours Care

**Facilities and Equipment
Policy**

FACILITIES AND EQUIPMENT OSHC POLICY

1. BACKGROUND

Dara School OSHC Service will ensure that facilities used for the program and range of activities are provided in keeping with the Policies and Procedures, in a safe and stimulating environment which is accessible to all children and allows for their physical and psychological comfort.

2. SCOPE

This policy applies to children, families, educators, management, and visitors of the Service.

3. POLICY STATEMENT

The Dara OSHC Service believes every child has the right to be safe and the safety of the buildings, furniture and equipment impacts directly on the safety of children, educators, coordinators, nominated supervisors and others. Implementing good maintenance, cleaning and appropriate safety precautions also contributes to ensuring that as many unintentional injuries as possible are prevented.

4. IMPLEMENTATION

4.1 INDOOR ENVIRONMENT

Dara OSHC Service aims to provide a comfortable and safe indoor environment that allows flexibility and access to a variety of quiet, active, group and individual activities. The Service will ensure that:

- Only the number of children that can comfortably fit into the building space will be enrolled.
- The OSHC indoor environment will be smoke-free.
- “No Smoking” notices will be prominently displayed.
- The Service will only enrol the number of children, which can comfortably fit into the building space and in accordance with the National Standards.
- 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 and verandas.
- Separate areas in the indoor environment will be provided for:
 - Parents to sign their children in / out of the Service
 - Staff to collect fees, answer phones and maintain daily records
 - Staff 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
- Age-appropriate 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 through the building.
- Staff will ensure that children properly store their bags and that those 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.
- Access for families with disabilities will be maintained, ensuring all necessary requirements are considered in the building environment.
- Areas must be set up to ensure that proper supervision can be always maintained.
- Access to the outdoor environment should be clear and easily accessible by the children and staff.

4.2 OUTDOOR ENVIRONMENT

Dara OSHC Service will provide a safe and secure outdoor environment where:

- Children have access to a variety of activities, in which children are encouraged to participate.
- The outdoor environment will be smoke-free.
- "No Smoking" notices will be prominently displayed.
- The outdoor space will be inspected daily for any obstacles or dangerous items.
 - These items shall be disposed of in safe and careful manner prior to the children playing in the area.
- The outdoor area will be set up in a variety of ways to encourage participation.
- Areas will be made available where children can play in large or small groups or by themselves.
- Supervision should be properly maintained. Children are only to play in the areas that are clearly visible to the staff, and where proper child / staff ratios are maintained.
- Clear boundaries shall be set and enforced.
- When it is necessary to go outside the boundaries or line of supervision, a staff member must accompany children.
- Adequate shade via trees and coverings will be maintained.
- As far as possible, activities will be set up in shaded areas.

- Use of other outdoor venues will be considered where access to the area is safe, adequate supervision can be maintained, the area is considered of value to the children's physical development and personal comfort, and where adequate staff / child ratios can be maintained both indoors and outdoors.
- Access for children and people with a disability will be maintained ensuring all necessary requirements are considered in the building environment.

4.3 EQUIPMENT AND MAINTENANCE

Dara OSHC Service endeavours to provide appropriate equipment that is well maintained, safe and inviting for children, as well as meeting their needs. The service budgets annually for this purpose.

- Equipment and furniture is checked regularly as part of the school's maintenance program to comply with relevant Australian Standards and the cleaning of toys and equipment is part of the OSHC routine.
- Provision will be made in the budget for regular maintenance and repair work and for deferred costs of major capital repairs. All contractors should have their own public liability insurance.
- Maintenance requirements are to be reported to the maintenance officer as soon as possible by entering the details in his maintenance record book.
- The maintenance book will record:
 - 1. Type of problem
 - 2. Date that it was observed
 - 3. What was done to rectify the problem
 - 4. Date repaired
- In the case of an emergency the maintenance officer will be contacted by phone.
- The Maintenance Officer will provide a maintenance review as required.
- Should the Service environment 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.

4.4 MISUSE OF EQUIPMENT BY CHILDREN

Deliberate misuse of the equipment and consumables resulting in its destruction will result in the parents / guardians being responsible financially for its replacement.

- The Director will determine through investigation whether the damaged equipment or consumables were deliberately damaged through misuse.
- If the Director determines that the equipment / consumables were damaged through deliberate misuse, then an itemized bill and letter explaining the situation will be sent home to the parents / guardians of the child.
- When more than one child is involved in the misuse, then the bill will be divided accordingly.
- The parents / guardians have 7 days in which to finalize the bill

4.5 HEATING, VENTILATION AND LIGHTING

Dara OSHC Service will provide a quality environment by ensuring adequate provision and maintenance of heating, ventilation and lighting in the Service

- All heating and cooling systems will be of good quality and checked regularly to ensure safety and reliability. Any maintenance of the appliances will be conducted as per the maintenance schedule.
- All heating and cooling systems and power cords will be kept in a safe area and away from children.
- The staff will take individual needs and specific activities into account when ensuring that heating and ventilation levels are comfortable.
- Should staff, children or parents complain about heating in the Service not being at a comfortable level, this matter will be drawn to the attention of the Director and steps made to address any concerns.
- Adequate ventilation will be provided at all times. Windows will be properly maintained to ensure easy opening and screens placed on them for protection from bugs and insects.
- Windows are to be opened during the operation of the Service unless closed to protect from extreme weather conditions or air-conditioner / heater is in use.
- Natural light is most desirable. Provision of natural light areas will be enhanced as much as possible.
- In areas made available for children's homework or other fine detail, natural light will be made available where possible and good overhead lighting provided.
- Adequate light will be maintained both indoors and outdoors. A security light will be placed at the entrance to the Service that clearly provides unobstructed view of the door and surrounding areas.
- Outdoor lighting will be suitable so that parents, staff and children can enter and exit the building without any unsafe dark areas.

4.6 STORAGE

Dara OSHC Service will provide safe and secure storage facilities for all indoor and outdoor equipment; ensuring relevant equipment is accessible to the children to encourage independence. Dangerous objects and all confidential records should be made inaccessible to children and all persons except those permitted to access them.

- A storage system should be devised that ensures easy access and un-cluttered storage of all equipment.
- Storage areas will be cleaned and tidied at least twice a year or when seen as necessary and recorded on the storage cleaning sheet.
- Play equipment and toys will be accessible to the children during the operating hours of the Service.
- Children will show respect for the equipment and be expected to pack equipment away that they remove from the cupboard.
- All equipment is to be neatly packed away at the end of each session.

- Craft equipment will be stored in a separate area; children should ask permission before removing any craft equipment, such as paints and glues etc, not set up by the staff.
- Drawing paper and other materials will be made available to the children at all appropriate times.
- All craft equipment is to be properly washed and cleaned before storage.
- Where room permits, a separate storage area will be available for large outdoor and sporting equipment.
- All items such as cleaning materials, disinfectants, flammable, poisonous and other dangerous substances, tools, toiletries, first-aid equipment, and medications should be stored in the designated secured area which is inaccessible to the children.
- Staff are responsible to ensure that these areas remain secure and do not inadvertently provide access to these items by the children.
- Kitchen and other effuse areas will be provided; containers will be lidded, cleaned and emptied daily.

4.7 SECURITY

Dara OSHC Service will ensure the proper security of the building and staff by ensuring the following measures are in place regarding entry and access to the building:

- Only approved staff will be given a key to access the building and equipment areas.
- A key register will be maintained that indicates the person's receipt of the key, date received, and date returned on completion of employment.
- The office will store all records and monies and they will be always kept secure.
- Staff will ensure that the building is left in a secure manner before leaving.
- Staff must ensure that all windows, cupboards, lockable cabinets and other relevant areas are locked. All heating and lighting is off and all doors properly secured.
- Staff will inform the police and the school as soon as possible if there has been a break-in to the Service of any kind.
- Staff will remain at the Service until the police arrive or inform them of what to do.

4.8 PEST CONTROL

Dara OSHC Service will provide a clean and safe environment by ensuring that every effort is made to maintain a pest and vermin free Service. We will endeavour to do this by using products and services that meet agreed WHS & Safety compliances.

- Equipment and especially food items will be properly stored so as not to attract pests and vermin.
- Refuse bins and disposal areas will be emptied and cleaned daily.
- Kitchen and food preparation areas and storage will be hygienically maintained daily.
- All areas will be checked regularly for any signs of pests or vermin.
- Should any pests or vermin be identified, then action should be taken to rid the Service of the problem by:
 - 1. Initially using non-chemical methods such as physical removal, maintaining a clean environment, and use of any non-chemical products (without compromising standards).

- 2. Low irritant, environmentally friendly approved sprays to be used minimally and only with adequate ventilation and preferably not in the presence of the children.
- 3. Other methods such as the employment of a pest control company if deemed necessary by management where the above methods have failed.
- If urgent, the Director may obtain a contractor from the register of approved contractors to address the problem.
- If non-urgent, the Director will bring the problem to the attention of the advisory committee in her report and will act in accordance with the agreed guidelines.
- Any use of registered hazardous substances should only be conducted outside the hours of the children's and staff presence in the building, by a registered approved contractor or the maintenance officer who has been adequately trained.

NB. This service uses only those products which have been assessed as safe and are recorded on the site's hazardous substance register.

4.9 EMERGENCY EQUIPMENT AND FACILITIES

Personal safety and security of children, educators, volunteers and all persons on the premises, are of prime importance whilst in attendance at the service. The service therefore takes a proactive approach to managing emergencies, developing emergency procedures and equipping educators and children with sound knowledge of them.

- Smoke alarms are fitted in each room and are tested regularly in accordance to the manufacturer's instructions.
- There is an alarm bell for sounding warning of an emergency, which is kept in good working order, and tested regularly
- Exits are clearly marked and easily opened
- Dara OSHC Service has appropriate fire extinguishers that are properly installed and maintained, and that staff have basic training in the use of the fire blankets and fire extinguishers kept at the venue. Locations will be clearly indicated by appropriate signage.
- A telephone (whether fixed or mobile) shall be located within the premises and accessible at all times. When on excursions, staff will carry a dedicated Dara OSHC Service mobile phone for communication.

5. OTHER OSHC POLICIES OR DOCUMENTS RELATED TO THIS POLICY

A5 Confidentiality OSHC Policy

A7 Governance and Management OSHC Policy

H1 Child-Safe Environment OSHC Policy

H12 Risk Assessment OSHC Policy

H14 Emergency and Evacuations Procedure OSHC Policy

H16 Diversity, Inclusion and Equal Opportunity OSHC Policy

6. RELATIONSHIP TO REGULATIONS

National Quality Standards (NQS)

Quality Area 2 Children's Health and Safety

Standard 2.2 Safety, Element 2.2.2 Incident and Emergency Management

Quality Area 3 Physical Environment

Standard 3.1 Design, Element 3.1.1 Fit For Purpose

Education and Care Services National Regulations

Regulation 97 – Emergency and Evacuation Procedures

Regulation 98 – Telephone and other communication equipment

Regulation 99 – Children leaving the Education and Care service premises

Regulation 104 – Fencing

Regulation 107 – Space requirements – Indoors

Regulation 108 – Space requirements – Outdoors

Regulation 109 – Toilet and hygiene facilities

Regulation 110 – Ventilation and natural light

Regulation 111 – Administration space

Regulation 113 – Outdoor spaces – natural environments

Regulation 114 – Outdoor spaces – shade

7. REFERENCES

- Education and Care Services National Law Act, 2010 and Regulations 2011
www.acecqa.gov.au/nqf/national-law-regulations/national-law - Checked March 22
- Work Health and Safety Act 2011, Building Fire Safety Regulation 2008
www.legislation.gov.au/Details/F2011L02664 - Checked March 22
- Children and Young People (Safety) Act 2017
[www.legislation.sa.gov.au/_legislation/lz/c/a/children%20and%20young%20people%20\(safety\)%20act%202017/current/2017.25.auth.pdf](http://www.legislation.sa.gov.au/_legislation/lz/c/a/children%20and%20young%20people%20(safety)%20act%202017/current/2017.25.auth.pdf) - checked March 22

Governing Council Approval: March 2022

Review Date: March 2027