

Intereach Children's Services

Facilities and Equipment Procedure



Applies to	Intereach Family Day Care (FDC) and Intereach Out of School Hours (OOSH)				
Policy	NQS Three: Physical Environment Policy				
Version	2.0	Date approved	03/03/2023	Next review date	03/03/2026

1. Objective

Intereach Staff and educators will take every reasonable precaution to provide a safe environment for themselves, children, families, and community members using or visiting the service to protect harm or hazard that could cause injury.

2. Responsibilities

It is the responsibility of the Nominated Supervisors to support staff and educators to:

- maintain the service facilities, equipment and environment to a safe level;
- implement daily safety checks and monitoring the maintenance of facilities, equipment and the general environment;
- ensure outdoor and indoor facilities, equipment and environment are suitable for their purpose;
- ensure relevant national, state and local government requirements are adhered to; and,
- ensure a Workplace Safety Audit, such as FDC Home Safety Risk Assessment Audit and OOSH Daily Hazard Identification Checklist are completed and reviewed on an annual basis as a minimum.

It is the responsibility of the Educators and staff to:

- complete and record daily safety checks;
- complete annual home safety risk assessment; and,
- inform the police and the Nominated Supervisor as soon as possible if there has been a break-in or intentional damage to the service of any kind. (Refer to *WHS Incident Response Procedure* and the *Children's Services Incident, Injury, Trauma and Illness procedure*).

In addition, it is the responsibility of the OOSH Educators and staff to:

- ensure the proper security of the buildings and educators and staff by establishing practices regarding entry and access to the services;
- give a key/code to access the building and equipment areas only to approved staff and management members. Intereach will maintain a key register that indicates the person's receipt of the key, date received, and date returned on completion of employment. Intereach will only cut extra keys after agreement by the management and a record is made of where they are located. Parents/Guardians are given a shared pin code access which families are advised not to disclose to children or other community members to access the building during operational hours;
- provide a secure filing cabinet and cash box to keep all monies and essential documents. Intereach will only permit access to the safe by staff and management members only; and,
- ensure that the building is left secure before leaving by checking that all windows, cupboards, filing cabinets and other relevant areas are locked, all heating or cooling, and lighting is off, and all doors properly secured as detailed in the end of the day checklist.

3. Procedure

3.1. Building equipment repairs and maintenance

- A safe and secure environment is provided through proper and immediate attention to all aspects of building and equipment repairs and maintenance.
- Buildings and all equipment are maintained in a safe, clean condition and in good working condition at all times.
- Safety glass is maintained to the applicable height above floor level is 1 metre or if the building was approved before 1 June 2014, is 0.75 metres or less above floor level.
- Electrical appliances are maintained in good working order. There will be no damaged plugs, sockets, power cords or extension cords. All plug sockets shall be maintained as child safe.

3.2. Facilities

- *Water safety procedure* is followed regarding maintaining swimming pools.
- Any outdoor space used by children is enclosed by a fence or barrier that is of a height and design that children of preschool age or under cannot go through, over or under. The outdoor space allows children to explore and experience the natural environment.
- Where secure fencing is not available, entrances and exits to premises must be locked.
- Appropriate shade is provided which may include large trees (natural shade), shade cloths or solid structures.
- The *Glass Safety Procedure* is followed when handling glazed safety glass.
- Indoor spaces are well ventilated to have adequate light and maintained at an appropriate temperature.
- The heating and cooling systems including controls and cords are maintained and kept out of reach of children.
- The *Nappy changing, toileting and bathing procedure* is followed. Access to laundry facilities or other arrangements are in place for dealing with soiled clothing.
- A clean and safe environment is provided by ensuring that every effort is made to maintain a vermin-free service.
- Keeping records of any pest control including inspection and/ or eradication carried out and made available when requested for.
 - At OOSH pest control for the Family Centre Building is scheduled and organised by WHS and FOH.
 - Records of all pest control, inspection and eradication are maintained by WHS.
- Parents, children, visitors are encouraged to notify staff or educators of any problems that they might observe.
- Storage areas are cleaned and tidied as necessary.
- All items such as cleaning materials, disinfectants, flammable, poisonous and other dangerous substances, tools, toiletries, first aid equipment and medications are stored (medications need to be locked in FDC) in the designated secured / inaccessible area.
- Safety Data Sheets of all chemicals and materials used within the service are maintained.

Intereach Children's Services Facilities and Equipment Procedure

- Safe and secure storage facilities for all indoor and outdoor equipment are provided. ensuring that appropriate equipment is accessible to the children to encourage independence.
- Child proof locks are regularly maintained.
- At OOSH all maintenance issues are reported to the Nominated Supervisor, staff or educators as soon as possible and recorded in the maintenance register for actioning.

3.3. Equipment

- Children are encouraged to show respect of equipment used.
- Button batteries are not used in resources and equipment in the education and care space.
- Pillows and bean bags that contain 'beans' are not used in the service setting, this does not include the use of small play bean bags.
- Prams and strollers used are fitted with a 5-point harness, red actuator break and meet the Australian Standards (A/S).
- Safe sleep and rest procedure is followed regarding sleeping equipment and facilities.
- Australian Standard documentation of equipment are maintained.
- Manufacturer's instructions for equipment are readily available and followed.
- All equipment and resources are kept clean and in good condition.
- Broken equipment and resources are removed or made inaccessible for children.
- Mini trampolines or trampolines with secure netting are only used.
- Only one person to use trampolines at any one time
- Sandpits are covered, regularly raked and maintained.
- Bikes with accessible chains (bikes with chains and guards are permitted) and motorized toys are made inaccessible to children.
- Playground equipment is regularly maintained including lubricating bearings, re-tensioning of fastenings, sanding of wooden components for the elimination of potential splinters, painting etc.
- All play equipment over 60cms in height is recommended to be placed on certified surfacing, where certified surfacing is not used equipment must be placed on soft surfacing including well maintain lawn, away from barriers and other equipment. Higher risk assessments are required to be completed
- No additional resources such as balls to be used on a trampoline
- In FDC, the use of trampolines is considered a higher risk activity and therefore requires a higher risk experience assessment to be carried out. Only trampolines with nets or trampolines less than 60cms permitted in FDC.
- In FDC, stools are not used for children preschool age or under and ensured highchairs are sturdy, stable and fitted with a 5-point harness.
- All equipment is regularly washed and cleaned.
- All materials are checked for potential hazards.
- All tools, particularly sharp and hot tools, if used as part of any activity are handled safely and supervised.
- Faulty equipment is removed, or protection is placed around any dangerous building sites.

3.4. Swings

- The use of swings is permitted with the completion of a higher risk experience assessment.
- Permission from families must be obtained for the use of swings by their children.
- There are to be no more than three swings per bay.
- Swing frames must be secured in ground i.e. pegs, cements. Etc.
- There must be no unintended access to top of frame.
- Swings must be set up on certified surfacing with a minimum impact area of 1500mm between each piece of moveable equipment. Playground Surfacing – Loose fill materials, these include products such as bark mulch, wood chips, wood fines, grape seed and sand.

3.5. Monitoring, evaluation and review

This procedure will be reviewed every three years and incorporate feedback and suggestions from children, families, educators, coordinators, volunteers and students.

4. National Quality Framework

Element	Concept	Description
3.1.1	Fit for purpose design	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.
3.2.1	Use -inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
3.2.2	Resources support play-based learning	Resources, materials and equipment allow for multiple uses, are sufficient in number, and enable every child to engage in play-based learning.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service

5. Context

5.1. Standards or other external requirements	<p>Australian Children's Education and Care Quality Authority, (2017), National Quality Standards (2020)</p> <p>Australian Children's Education and Care Quality Authority (2017), Guide to the National Quality Framework (2020)</p> <p>Immig, J. (2000), The Toxic Playground</p> <p>Caton, S, Roche, D. (1999), Managing the Risks in Children's Services</p> <p>EPA. Handling Pesticide Waste, www.epa.nsw.gov.au</p> <p>Tarrant, S. (2002), Managing OHS in Children's Services</p> <p>Kidsafe. (2020), FDC Safety Guidelines, 7th edition</p> <p>Tansey, S. for NCAC (2006) Safety in Children's Services</p> <p>http://ncac.acecqa.gov.au/educator-resources</p>
--	--

Intereach Children's Services Facilities and Equipment Procedure

5.2. Legislation or other requirements	Education and Care Services National Regulations consolidated 2017 Education and Care Services National Law Act 2010 Building Code of Australia
5.3. Internal Documentation	FDC Home Safety Risk Assessment Audit OOSH Daily Hazard Identification Checklist Children's Services Physical Environment Policy WHS Incident Response Procedure Children's Services Incident, Injury, Trauma and Illness procedure Glass Safety Procedure Water Safety Procedure <i>Nappy changing, toileting and bathing procedure</i>

6.Document control			
Version	Date approved	Approved by	Next review date
1.0	11/06/2020	R. Phillips - Acting Senior Manager, Children and Family Services	11/06/2023
2.0	03/03/2023	M. Piffero – General Manager, Operations	03/03/2023