

B-5 Indoor and Outdoor Environment

National Quality Standards (NQS)

2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2	Each Child is Protected
2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
3.1	The design of the facilities is appropriate for the operation of a service.
3.1.1	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
3.1.2	Premises, furniture and equipment are safe, clean and well maintained.
3.2	The service environment is inclusive, promotes competence and supports exploration and play-based learning.
3.2.1	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, materials and equipment allow for multiple uses, are sufficient in number, and enable every child to engage in play-based learning.
3.2.3	The service cares for the environment and supports children to become environmentally responsible.
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service
7.2.1	There is an effective self-assessment and quality improvement process in place

Education and Care Services National Regulations

Reg. 81	Sleep and rest
Reg. 82	Tobacco, drug and alcohol-free environment
Reg. 89	First aid kits
Reg. 103	Premises, furniture and equipment to be safe, clean and in good repair
Reg. 104	Fencing
Reg. 105	Furniture, materials and equipment
Reg. 107	Space requirements—indoor space
Reg. 108	Space requirements—outdoor space
Reg. 109	Toilet and hygiene facilities
Reg. 110	Ventilation and natural light
Reg. 111	Administrative space
Reg. 113	Outdoor space—natural environment
Reg. 114	Outdoor space—shade
Reg. 115	Premises designed to facilitate supervision

Reg. 168	Education and care service must have policies and procedures
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My Time, Our Place

1.1	Children feel safe, secure, and supported
2	Children are connected with and contribute to their world
2.4	Children become socially responsible and show respect for the environment
3.2	Children take increasing responsibility for their own health and physical wellbeing
4	Children are confident and involved learners
4.1	Children develop dispositions such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
4.4	Children resource their own learning through connecting with people, place, technologies and natural and processed materials

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 building space will be enrolled. We aim to provide a safe and secure outdoor environment where children have access to a variety of activities, in which they are encouraged to participate. We will provide an outdoor space which promotes investigation and respect for the natural environment.

Related Policies

- Arrival and Departure Policy
- Building Equipment Repairs and Maintenance Policy
- Daily Routines Policy
- Emergency Procedures Policy
- Environmental Sustainability Policy
- Facility Management and Security Policy
- Heating, Ventilation and Lighting Policy
- Hygiene Policy
- Pest Control Policy
- Rest and Sleep Policy
- Staff Child Ratios Policy
- Storage Policy
- Sun Protection Policy
- Supervision Policy
- Work Health and Safety Policy

Procedure

Indoor Environment

The service's indoor environments will be smoke free. No Smoking notices will prominently be displayed.

The service will only enrol the number of children which can comfortably fit into the available indoor building spaces and in accordance with the *Education and Care Services National Regulations*. The service is currently approved for 160 places.

The service works closely with the school with respect to availability of indoor space. Currently, the main indoor spaces available to children include the BASC building, the school hall and the school library. Where children are indoors for long periods due to weather conditions, special activities will be planned and additional indoor spaces sought to disperse the group, such as classrooms.

Separate areas in the indoor environment will be provided for:

- Parents to sign their children in/out of the Centre
- Staff to answer phones and maintain daily records
- Staff and parents to talk in privacy and 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, relax or lie down if unwell

The indoor spaces 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.

The indoor areas will be set up to allow children to participate in a variety of activities with easy access to equipment and resources.

Easy access to areas should be maintained by making clear and easily definable passageways and walkways through the building. Markings on the floor indicate clearways.

Staff will ensure that children properly store their bags and that 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 maintained at all times.

Indoor areas will be well ventilated, include adequate natural light, and be maintained at a temperature which ensures the safety and comfort of all, where possible. All indoor areas have access to a First Aid Kit.

Outdoor Environment

The outdoor environment will be smoke free. No smoking notices will be prominently displayed.

The outdoor area is easily accessible to the staff and children.

Adequate shade via trees and coverings will be maintained. As far as possible, activities will be set up in shaded areas.

Various climatic conditions are taken into account when using the outdoor space. Undercover areas will be made available to all children when using the outdoor environment in cases of wet weather and extreme heat. Staff and children will be required to demonstrate appropriate sun protection in compliance with the Sun Protection Policy.

Children have safe, easy access to toileting facilities as well as access to fresh water.

The outdoor area is comprised of both fixed and moveable equipment. Equipment and outdoor resources are kept in a separate storage shed and staff ensure equipment is made available to children during allocated outdoor play time. The outdoor space 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.

The outdoor environment will promote enjoyment of the natural environment and provide opportunities for unique play and learning as well as offer children opportunities for active, noisy and messy play on a large scale. Children will be encouraged to engage with the natural environment (see Environmental Sustainability Policy).

The outdoor space will be inspected by staff daily for any obstacles or dangerous items, using a Daily Hazard Identification Checklist. Any dangerous items will be disposed of in a safe and careful manner, prior to the children playing in the area. The service will work with the school to manage any risks in the available outdoor areas, where necessary.

Supervision will 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 are set and enforced during each session. When it is necessary to go outside the boundaries or line of supervision, a staff member will accompany children.

Portable First Aid Kits will be accessible to staff in areas currently in use. Children must seek permission from a staff member and be supervised by that staff member when transitioning between 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.

Sources

- Education and Care Services National Regulations 2011
- Framework for School-Age Care in Australia – My Time, Our Place
- Licence Agreement – West Ryde Public School
- National Quality Standard – Australian Children's Education and Care Quality Authority
- Work Health and Safety Act 2011

Date Endorsed: 19/5/2023

Date of Review: 21/02/2025

Version Control			
Version	Changes Made	Initiated By	Director Sign-off
v.2.202305	<ul style="list-style-type: none"> - Updated NQS and National Regulations - Updated MTOP - Included inspection for indoor spaces 	Staff	
v.2.202105	<ul style="list-style-type: none"> - Removed use of Walkie Talkies - Minor wording changes 	Staff Staff	
v.2.201906	<ul style="list-style-type: none"> - Updated links to NQS, National Regulations and My Time, Our Place - Combined "Indoor Policy" and "Outdoor Policy" - Included current licensed places of 160 - Included specific indoor areas used daily and accessibility of First Aid Kits - Added use of outdoor spaces in extreme weather conditions and link to Sun Protection Policy - Added paragraph on equipment and resources available to children and set up of environment - Added reference to the encouragement of children exploring the natural environment - Added paragraph on staff use of Walkie-Talkies 	Staff Staff Staff Staff Staff Staff Staff	