

## 6.1 Space and Facilities Requirements Policy

### Policy Statement

The Approved Provider will ensure that the space and facilities used for the program and range of activities provided in keeping with the policies and procedures of the service are safe and stimulating. The environment accessible to all children will promote physical and psychological comfort.

### Procedures

- The Approved Provider/Nominated Supervisor will ensure that the following are provided by the service:
- Indoor space of at least 3.25 m<sup>2</sup> of unencumbered space per child. Indoor spaces used by children will be well ventilated, have adequate natural light and are maintained at a temperature that is safe and reasonable
- Outdoor space of 7m<sup>2</sup> of unencumbered space per child including adequate shaded areas
- Playground equipment, swings and other large pieces of equipment are to be located over areas with soft fall surfaces as recommended by recognised safety authorities
- Veranda areas may be included as either indoor OR outdoor space with the written approval of the Department of Education and Training - Early Childhood Education and Care
- Adequate toilet, hand washing and drying facilities for children and educators and in particular that:
  - By location and design, allow for safe use by the children; and
  - Allow convenient access from both indoor and outdoor areas.
  - Facilities that cater for soiled clothing including hygienic storage and inaccessibility to children
  - Adequate facilities that cater for the safe handling, preparation, storage and disposal of food and beverages
  - Facilities that provide adequate and safe drinking water will be provided at all times
  - Sufficient furniture, materials and equipment that are developmentally appropriate, inclusive and adaptable to ensure participation by every child in the program; and
- Adequate administrative space and facilities for the purposes of:
  - Conducting the administrative functions of the service
  - Private and personal conversations with families; and
  - Providing respite for coordinators, educators and/or volunteers.
- The Nominated Supervisor/Coordinator will, in conjunction with the Approved Provider, ensure that the following are available at the service: -
  - A telephone located inside the premises or one that is accessible at all times
  - Storage space close to play areas, with at least one lockable cupboard for valuable equipment
  - A lockable drawer or small cupboard for educator personal belongings
  - Area to display children's artwork and a notice area for parents
  - Equipment and resources displayed in such a way that children can access them independently
  - A space for children to store their lunch/coat/bags etc.
  - Adequate lockable storage facilities for equipment, tools, first aid kit, medication and poisonous and dangerous substances

- Lockable cupboard or filing cabinet for all child and family information (including enrolment forms), educator records and any other confidential records; and
- Adequate space for children to engage in rest and/or quiet experiences.

**References**

- Education and Care Services National Law Act, 2010 and Regulations 2011
- Duty of Care
- NQS Area: 2.1.2; 3.1.1, 3.1.3; 3.2.1; 6.1.3; 6.3.3; 7.1.1, 7.2.3.
- Policies: 3.1 – Educational Program Planning, 3.7 – Physical Activity, 10.3 – Budgeting and Planning.

Date of Development	Reason for Modification	Date Ratified	Date of Review