



Policy Area 3 – Physical Environment

Policy Number	Policy Name	Version	Review Due
P-3.1	Resources	v.3	Aug 2023
P-3.2	Sustainability	v.4	Sep 2025
P-3.3	Security	v.3	Sep 2023
P-3.4	Building & Equipment Repairs and Maintenance	v.3	Sep 2023
P-3.5	Storage	v.3	Sep 2023
P-3.6	Heating, Ventilation and Lighting	v.3	Mar 2026
P-3.7	Pest Control	v.3	Sep 2023
P-3.8	Indoor Environment	v.3	Sep 2023
P-3.9	Outdoor Environment	v.2	Aug 2021



P-3.1 Resources

POLICY STATEMENT

DEBASCA has a variety of resources available to children, families and staff, and as such will purchase, maintain and use these resources with thought and care.

SCOPE

This policy applies to all DEBASCA stakeholders.

ASSOCIATED DOCUMENTS

National Quality Standard	1.1, 1.2; 2.2; 3.1, 3.2
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Education and Care Services National Law Act
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DEFINITIONS

DEBASCA	Denistone East Before and After School Care Association
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RESPONSIBILITIES

Responsibility for implementation of this policy lies with the Director or other authorised representative approved by the Director and the Management Committee.

TRAINING REQUIREMENTS

Personnel having responsibilities under this procedure will be appropriately trained.

PROCEDURE

- 1 DEBASCA will purchase resources and materials according to budget. Any large purchases will be made only with authorization from the committee.
- 2 Staff and children will use and maintain resources with due care, ensuring adequate storage and access.
- 3 Any willful or accidental damage to large or expensive resources will be referred to the committee for possible recouping of expense.
- 4 Resources will be purchased taking into consideration age appropriateness, stereotypes, different abilities, safety of equipment, cost and durability.

CHANGE HISTORY	Version	Amendment Details	Date Amended
	New	Reformatted DEBASCA policies	Nov 2013
	1	Reformatted Policy number: E-9 to P-3.1	Aug 2016
	2	Updated to revised National Quality Standard	Aug 2018
	3	No changes	Aug 2020

Ref. No.	Issued	Version No.	Supersedes	Approved by	Next Revision Due
P-3.1	Aug 2020	3	2	Management Committee	Aug 2023



P-3.2 Sustainability Policy

POLICY STATEMENT

Our service encourages the awareness of environmental responsibility and implements practices that contribute to a sustainable future. We believe in educating children about being environmentally responsible which is promoted and supported through daily practices, resource and interactions. Children are supported to become environmentally responsible and show respect for the environment. We practice and promote sustainability through reducing waste, minimising consumption, and protecting and conserving wildlife and natural habitats.

We believe in educating children about being environmentally responsible which is promoted and supported through daily practices, resource and interactions. Sustainable practice is encouraged within the service and community, assisting children and families to become advocates for a sustainable future.

SCOPE

This policy applies to all DEBASCA stakeholders.

ASSOCIATED DOCUMENTS

National Quality Standard	3.2 Use 3.2.1 Inclusive Environment 3.2.2 Resources support play-based learning 3.2.3 Environmentally responsible
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Related Policies:

- Management of Animal Policy
- Educational Programs Policy
- Outdoor Environment Policy

Other:

- Small Green Steps program <https://www.sustainable-directions.com/collections/online-programs>
- Environmental Protection Act 1994 Environmental Protection Regulation 2008
- NSW Early Childhood Environmental Education Network (NSW ECEEN) <https://eecen.org.au/>
- Ryde Environmental Education Network <https://www.ryde.nsw.gov.au/Environment-and-Waste/Resources-for-Schools>

DEFINITIONS

DEBASCA	Denistone East Before and After School Care Association
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RESPONSIBILITIES

Responsibility for implementation of this policy lies with the Director or other authorised representative approved by the Director and the Management Committee.

TRAINING REQUIREMENTS

Personnel having responsibilities under this procedure will be appropriately trained.

IMPLEMENTATION

1. Teaching and learning about being environmentally responsible starts with everyday practice. We believe being environmentally responsible should be embedded into the operations of the service, rather than being a tokenistic 'theme' that is investigated every now and then.
2. Our service is committed to protecting our environment to ensure a sustainable future for our children. This involves educators, children and families working together to protect our environment as we educate children about the importance of being environmentally responsible within our everyday practice.

PROCEDURE

3. DEBASCA educators will be encouraged to follow sound environmental practices and understand their role in positive modeling for the children.
4. Information relating to sustainable practices will be made available for educators, children and families at DEBASCA.
5. Educators will work collaboratively with the children and their community to develop and implement sustainable

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P-3.2	Sep 2022	4	3	Management Committee	Sep 2025



P-3.2 Sustainability Policy

practices related to DEBASCA program and routines, including (but not limited to):

- 5.1. Recycling food scraps,
- 5.2. Using recycled items in craft activities,
- 5.3. Recycling scrap paper for use,
- 5.4. Establishing a garden and using the produce in the DEBASCA menu,
- 5.5. Collecting rainwater and using it to water the garden;
- 5.6. Establishing composting or worm farms for scraps;
- 5.7. Creating play spaces for children to interact with the natural environment;
- 5.8. Undertaking regular reviews of sustainable practices within the service.
- 5.9. Using electronic communication where possible to reduce paper use within the office and in each room for newsletters, billing, and other communication needs.
- 5.10. Source resources and materials from Reverse Garbage or second-hand stores to use within the Service.
- 5.11. Provide colour coded bins for Landfill only, Organic waste, Paper recycling, Mixed recyclables.
- 5.12. Encouraging children to be aware of energy efficiency, particularly in relation to the use of lighting, heating and air conditioners.
6. A **Sustainability Leader** will be nominated to oversee the sustainability aspect of the learning program and ensure sustainable practices are being embedded within the program and service at all times. The sustainability leader will also act as a liaison for any sustainability projects undertaken with members of the community or other community groups.
7. The Sustainability Leader will undertake training in sustainability (e.g.: Small Green Steps program) and share their knowledge and learning with other educators at the service.
8. The Sustainability Leader will help to lead the service in:
 - 8.1. Networking with the local community to keep up to date with current practices and ideas for being environmentally responsible.
 - 8.2. Encourage educators, families and children to engage in sustainable practices and appreciate the natural environment.
 - 8.3. Ensure the service joins a preferred provider e.g. the NSW Early Childhood Environmental Education Network or the Ryde Environmental Education Network (REEN) to liaise with other education and care services and maintain currency on practices and ideas for being environmentally responsible.
 - 8.4. Where relevant, review policies and procedures within the Service to achieve more sustainable outcomes
 - 8.5. Help formulate and lead the review of the services' Environmental Action Plan to achieve more sustainable outcomes and goals which help to embed sustainable practices within the service
 - 8.6. Conduct environmentally responsible audits to ensure consistency and continuous improvement
 - 8.7. Ensure sustainable practices are incorporated into the daily routine
 - 8.8. Collaborate with families and the community for involvement in potential quality practice for the Service

CONTINUOUS IMPROVEMENT/REFLECTION

9. The *Environmentally Responsible Policy* will be reviewed on a regular basis in conjunction with children, families, staff, educators and management.

HANGE HISTORY	Version	Amendment Details	Date Amended
	New	Newly created	Jan 2014
	1	Reformatted Policy number: E-10 to P-3.2	Aug 2016
	2	Updated to revised National Quality Standard	Aug 2018
	3	Re-worded Policy Statement Added 3.9-3.11 Added clause 5 and section 6	Sep 2020
	4	Re-worded Policy statement Added Related Policies Added Implementation Added clause 9	Sep 2022

Ref. No.	Issued	Version No.	Supersedes	Approved by	Next Revision Due
P-3.2	Sep 2022	4	3	Management Committee	Sep 2025



P-3.3 Security

POLICY STATEMENT

We aim to ensure the proper security of the building, staff and children by ensuring measures are in place regarding entry and access to the building.

SCOPE

This policy applies to all DEBASCA stakeholders.

ASSOCIATED DOCUMENTS

Occupational Health and Safety Act 2000

National Quality Standard 2.2; 3.1; 3.2

DEFINITIONS

DEBASCA	Denistone East Before and After School Care Association
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RESPONSIBILITIES

Responsibility for implementation of this policy lies with the Director or other authorised representative approved by the Director and the Management Committee.

TRAINING REQUIREMENTS

Personnel having responsibilities under this procedure will be appropriately trained.

PROCEDURE

Building Security

- Only approved staff and approved DEBASCA Management Committee members 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 or completion of term as a member of Management
- If the service is issued with any keys from the school, the service will adhere to key registry requirements of the school
- Extra keys will only be cut after agreement by the Nominated Supervisor, or school Management (if the key has been issued by the school) and a record made of where they are
- All monies and important documents will be kept in a lockable place and access will only be permitted by approved staff and approved Management members
- Staff and/or contracted end of day workers will ensure that the building is left in a secure manner, setting the alarm as they leave
- Staff must ensure that all windows, cupboards, and other relevant areas are locked. If a problem arises and an area cannot be properly secured upon leaving, the staff member/worker must ensure they contact the Nominated Supervisor (or other appointed person) to ensure they are aware, and solution is found before leaving
- All heating and lighting will be turned off and all doors properly secured before leaving
- Staff will inform School Security, the police, school Principal and the President of the Management Committee if there has been a break in; serious damage to property and/or vandalism to the centre of any kind
- Staff will remain at DEBASCA until the police arrive or inform them of what to do without disturbing the scene.

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P-3.3	Sep 2020	3	2	Management Committee	Sep 2023



P-3.3 Security

- 11 Staff will document the event and police report number in the office diary
- 12 Staff will be informed and inducted in the security practices relevant to them

CHANGE HISTORY	Version	Amendment Details	Date Amended
	New	Reformatted DEBASCA policies	Nov 2013
	1	Reformatted Policy number: B-1 to P-3.3	Aug 2016
	2	Updated to revised National Quality Standard	Aug 2018
	3	Added clauses 2, 3, 4, 5, 12 Re-worded clause 6 to include end of day workers Re-worded clause 7 and added second sentence	Sept 2020

Ref. No.	Issued	Version No.	Supersedes	Approved by	Next Revision Due
P-3.3	Sep 2020	3	2	Management Committee	Sep 2023



P-3.4 Building & Equipment Repairs and Maintenance

POLICY STATEMENT

We aim to provide a safe and secure environment through proper and immediate attention to all aspects of building and equipment repairs and maintenance.

SCOPE

This policy applies to all DEBASCA stakeholders.

ASSOCIATED DOCUMENTS

Occupational Health and Safety Act 2000

Work health and safety act

Australian Standards for playground equipment

National Quality Standard Areas 2.2; 3.1; 3.2

Education and Care services National Regulations 103, 105, 109

DEFINITIONS

DEBASCA	Denistone East Before and After School Care Association
OSHCQA	Out of School hours Care Quality Area
WH&S	Workplace Health and Safety

RESPONSIBILITIES

Responsibility for implementation of this policy lies with the Director or other authorised representative approved by the Director and the Management Committee.

TRAINING REQUIREMENTS

Personnel having responsibilities under this procedure will be appropriately trained.

PROCEDURE

- 1 DEBASCA equipment will be chosen to meet the children's developmental needs and interests.
- 2 The DEBASCA building and equipment will be regularly checked to ensure that they are maintained in a safe, clean condition and in good repair at all times.
- 3 There must be no damaged plugs, sockets, power cords or extension cords.
- 4 All plug sockets shall be maintained as child safe.
- 5 Electrical appliances shall be in good working order, regularly tested and tagged, and will be serviced when needed.
- 6 Electrical circuit breakers will be installed and be maintained.
- 7 Provision will be made in the budget for regular maintenance and repair work and for deferred costs of major capital repairs.
- 8 All contractors will have their own public liability insurance.
- 9 Recycled craft materials should be checked for potential hazards.
- 10 Staff should ensure safe handling of all tools, particularly sharp tools, if used by staff or children as part of any activity and safe disposal of sharps.
- 11 Parents will be encouraged to notify the staff of any problems that they might observe.

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P-3.4	Sep 2020	3	2	Management Committee	Sep 2023



P-3.4 Building & Equipment Repairs and Maintenance

- 12 Anything that requires maintenance is to be reported to the Director as soon as possible.
- 13 Faulty equipment should be removed or protection placed around any dangerous building sites.
- 14 An WH&S/maintenance log will be kept that records any maintenance that needs to be addressed.
- 15 The WH&S/maintenance log will record:
 - 15.1 Person reporting the issue
 - 15.2 Description of the WH&S concern
 - 15.3 Date that it was observed
 - 15.4 What was done to rectify the problem?
 - 15.5 Date repaired
 - 15.6 Tradesperson employed to repair the problem – if applicable
 - 15.7 Signature of the WH&S Attendant.
- 16 For urgent repairs, the Director or WH&S Attendant will organise a contractor/repair person to attend to the problem.
- 17 Non-urgent repairs will be recorded in the maintenance/WHS workbook. The Director/s will note this in her report and bring it to the attention of the committee at the next meeting. The committee and Director/s will organize to rectify the problem. For major repairs a minimum of three quotes will be sought and reviewed by the committee who will make a decision on further course of action. The Director/s or someone on the committee may obtain the quotes.
- 18 For major repairs, more than one quote will be sought and passed onto the Management Committee for approval.
- 19 Repairs which fall under the school's area of responsibility (e.g.: water, sewerage, electrical, as well as playground repairs and exterior building repairs) must be reported to the School Principal as soon as possible.
- 20 Any maintenance issues falling under the school's area of responsibility should be reported to the School Principal as soon as possible
- 21 Maintenance reviews should be done as part of the Director's report at each Committee meeting.
- 22 It is the DEBASCA Management Committee's responsibility, once a problem has been raised, to ensure that it is rectified in the most efficient manner and that DEBASCA is safe for staff and clientele.
- 23 Should DEBASCA be considered unsafe or as being a health risk, then the centre will be closed after notice has been given to all relevant parties until the problem has been rectified.
- 24 The committee will develop a list of fully licensed and insured trade's persons, which is made available to the Director/s. This list will be reviewed on an annual basis. –
- 25 The service and equipment will be regularly checked to ensure that they are in a good and safe condition, comply with relevant Australian Standards and have appropriate soft-fall surfacing maintained.
- 26 Centre resources and equipment will be regularly washed and cleaned (where appropriate). Refer to Cleaning and Hygiene policy for further information.

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P-3.4	Sep 2020	3	2	Management Committee	Sep 2023



P-3.4 Building & Equipment Repairs and Maintenance

CHANGE HISTORY	Version	Amendment Details	Date Amended
	New	Reformatted DEBASCA policies	Nov 2013
	1	Reformatted Policy number: B-2 to P-3.4	Aug 2016
	2	Updated to revised National Quality Standard	Aug 2018
	3	Minor re-wording to clause 16 Added clause 17, 19, 20 and 24-26	Sept 2020

Ref. No.	Issued	Version No.	Supersedes	Approved by	Next Revision Due
P-3.4	Sep 2020	3	2	Management Committee	Sep 2023



P-3.5 Storage

POLICY STATEMENT

DEBASCA 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.

SCOPE

This policy applies to all DEBASCA stakeholders.

ASSOCIATED DOCUMENTS

National Regulations 104, 107 - 114
National Quality Standard Area **3.1**

DEFINITIONS

DEBASCA	Denistone East Before and After School Care Association
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RESPONSIBILITIES

Responsibility for implementation of this policy lies with the Director or other authorised representative approved by the Director and the Management Committee.

TRAINING REQUIREMENTS

Personnel having responsibilities under this procedure will be appropriately trained.

PROCEDURE

- 1 A storage system should be devised that ensures easy access and uncluttered storage of all equipment.
- 2 Confidential records are away from public access.
- 3 Storage areas will be cleaned and tidied regularly with staff assigned to looking after specific areas, maintaining these areas at all times
- 4 A selection of play equipment and toys will accessible to the children during the operating hours of DEBASCA. Equipment is to be neatly packed away at the end of each session. If games/activities are being left out as ongoing projects they will be done so in a way that does not compromise safety or cause unnecessary clutter.
- 5 DEBASCA will encourage children to show respect for the equipment and will be expected to help pack equipment away.
- 6 All equipment is to be cleaned before storage, where necessary.
- 7 All items such as cleaning materials, flammable, poisonous and other dangerous substances, tools, toiletries and medications should be stored in the designated secured area. Staff are responsible to ensure these areas are inaccessible to the children.
- 8 All bins will be emptied daily. Bin lids will be wiped down daily and bins will be cleaned weekly.
- 9 Craft equipment will be stored in a separate area, children should ask permission before removing any craft equipment, such as paints and glues which are stored away from the children.
- 10 Free craft equipment, such as pencils and scrap paper will be stored in a way that is freely accessible to the children. Children will be encouraged to use these items in a resourceful manner.
- 11 All craft equipment is to be properly washed and cleaned before storage.

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P-3.5	Sep 2020	3	2	Management Committee	Sep 2023



P-3.5 Storage

- 12** Where room permits, a separate storage area will be available for sporting and large outdoor equipment to prevent clutter.
- 13** 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. Educators are responsible to ensure that these areas remain secure and that they do not inadvertently provide access to these items.
- 14** Educators and management will ensure that all family records are kept in a nominated secure place, ensuring that records are kept confidential and not left accessible to others during the course of the daily operations.

CHANGE HISTORY	Version	Amendment Details	Date Amended
	New	Reformatted DEBASCA policies	Nov 2013
	1	Reformatted Policy number: B-3 to P-3.5	Aug 2016
	2	Updated to revised National Quality Standard	Aug 2018
	3	Added clauses 3, 4, 9-14	Sept 2020

Ref. No.	Issued	Version No.	Supersedes	Approved by	Next Revision Due
P-3.5	Sep 2020	3	2	Management Committee	Sep 2023



P-3.6 Heating, Ventilation and Lighting

POLICY STATEMENT

We aim to provide a quality environment by ensuring adequate provision and maintenance of heating, ventilation and lighting in DEBASCA.

SCOPE

This policy applies to all DEBASCA stakeholders.

DEFINITIONS

National Regulations	77, 88, 110
National Quality Standard	2.1; 2.2; 3.1; 3.2

DEFINITIONS

DEBASCA	Denistone East Before and After School Care Association
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RESPONSIBILITIES

Responsibility for implementation of this policy lies with the Director or other authorised representative approved by the Director and the Management Committee.

TRAINING REQUIREMENTS

Personnel having responsibilities under this procedure will be appropriately trained.

PROCEDURE

- 1 All heating and cooling systems will be of good quality and checked annually to ensure safety and reliability. Filters in air conditioners will be cleaned once a term.
- 2 All heating and cooling systems and power cords will be kept in a safe area and away from children.
- 3 The Director and staff will take individual needs and specific activities into account when ensuring that heating, cooling and ventilation levels are comfortable.
- 4 Adequate ventilation will be provided at all times. Windows will be properly maintained to ensure easy opening.
- 5 Where activities involve toxic materials such as paints and glues, staff are to ensure that there is adequate ventilation before undertaking the activity, conduct the activity outside.
- 6 Windows are to be opened during the operation of DEBASCA unless closed to protect from extreme weather conditions.
- 7 Natural light is considered to be most desirable. Provision of natural light areas will be enhanced as much as possible.
- 8 Adequate light will be maintained both indoors and outdoors. A security light will be placed at the entrance of DEBASCA that clearly provides unobstructed view of the door and surrounding areas. The service will also have emergency lights maintained for use in case of power failure.
- 9 Outdoor lighting will be suitable so that parents, staff and children can enter and exit the building safely.

CHANGE HISTORY	Version	Amendment Details	Date Amended
	New	Reformatted DEBASCA policies	Nov 2013
	1	Reformatted Policy number: B-4 to P-3.6	Aug 2016
	2	Updated to revised National Quality Standard	Aug 2018
	3	Rewording of clauses 3,5,8	March 2023

Ref. No.	Issued	Version No.	Supersedes	Approved by	Next Revision Due
P-3.6	March 2023	3	2	Management Committee	March 2026



P-3.7 Pest Control

POLICY STATEMENT

We aim to provide a clean and safe environment by ensuring that every effort is made to maintain DEBASCA as a vermin free environment. We will endeavour to do this with the minimum of use of chemicals.

SCOPE

This policy applies to all DEBASCA stakeholders.

ASSOCIATED DOCUMENTS

National Quality Standard	2.1; 2.2; 3.1; 3.2
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National Standards and Regulations 168
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Standard 3.2.2 Food Safety Practices and General Requirements – Division 6.24

Education and Care Services National Law Act 2010 – section 167

DEFINITIONS

DEBASCA	Denistone East Before and After School Care Association
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RESPONSIBILITIES

Responsibility for implementation of this policy lies with the Director or other authorised representative approved by the Director and the Management Committee.

TRAINING REQUIREMENTS

Personnel having responsibilities under this procedure will be appropriately trained.

PROCEDURE

- 1 Equipment and especially food items will be properly stored so as not to attract pests and vermin.
- 2 Refuse bins and disposal areas will be emptied and cleaned daily.
- 3 Kitchen and food preparation areas will be cleaned and maintained daily.
- 4 Kitchen storage areas will be cleaned and sorted fortnightly. During this time, staff will check for any signs of pests or vermin.
- 5 Should any pests or vermin be identified then action should be taken by:
 - 5.1 Initially using non-chemical methods such as physical removal, maintaining a clean environment, and use of any non-chemical products. Low irritant, environmentally friendly sprays to be used minimally and only with adequate ventilation and preferably not in the presence of the children.
 - 5.2 Other methods such as the employment of a pest control company if deemed necessary by the Director where the above methods have failed.
- 6 If non-urgent, the Director will bring the problem to the attention of management in his/her report and the DEBASCA Management Committee will decide on the appropriate course of action.
- 7 Any use of commercial chemical products should only be conducted outside the hours of the children's and staff presence in the building.

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P-3.7	March 2023	3	2	Management Committee	March 2026



P-3.7 Pest Control

- 8 Any sprays or baits will be stored in a locked cupboard.

CHANGE HISTORY	Version	Amendment Details	Date Amended
	New	Reformatted DEBASCA policies	Nov 2013
	1	Reformatted Policy number: B-5 to P-3.7	Aug 2016
	2	Updated to revised National Quality Standard	Aug 2018
	3	Added Associated document: Standard 3.2.2 Added National Law section 168 Delete definition - OSHCQA Added clause 8	March 2023

Ref. No.	Issued	Version No.	Supersedes	Approved by	Next Revision Due
P-3.7	March 2023	3	2	Management Committee	March 2026



P-3.8 Indoor Environment

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.

SCOPE

This policy applies to all DEBASCA stakeholders.

ASSOCIATED DOCUMENTS

Education & Care Services National Regulations	103, 105-109
National Quality Standard	3.1, 3.2

DEFINITIONS

DEBASCA	Denistone East Before and After School Care Association
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RESPONSIBILITIES

Responsibility for implementation of this policy lies with the Director or other authorised representative approved by the Director and the Management Committee.

TRAINING REQUIREMENTS

Personnel having responsibilities under this procedure will be appropriately trained.

PROCEDURE

- 1 DEBASCA's indoor environment will be tobacco, drug & alcohol free environment. No smoking notices will be prominently displayed.
- 2 DEBASCA will follow government regulations in regards to indoor space requirements for the number of children enrolled.
- 3 Where children are indoors for extended periods of time, special activities will be planned and other areas sought to disperse the group such as school halls, classrooms and verandas, if possible.
- 4 Separate areas in the indoor environment will be provided for:
 - 4.1 Parents to sign their children in/out of DEBASCA
 - 4.2 Staff to collect fees, answer phones, and maintain daily records.
 - 4.3 Staff and parents to talk in confidence.
 - 4.4 Children to store their bags and belongings.
 - 4.5 Storage of equipment, food, dangerous materials, and family records
 - 4.6 Preparation of food and drinks.
 - 4.7 Kitchen and other refuse.
 - 4.8 Cleaning of equipment
 - 4.9 Staff toilet, hand basins and hand drying facilities.
 - 4.10 Creative and other activities.
 - 4.11 Large and small group activities.
 - 4.12 Display of children's activities and work.
 - 4.13 Quiet space available for children to retreat to, or do homework or lie down if unwell.
 - 4.14 Laundry and hygiene facilities are available for dealing with soiled clothing, linen, tea towels, etc.
- 5 The indoor area is to be set up to allow children to participate in a variety of activities with access to sufficient furniture, materials and developmentally appropriate equipment suitable for the education and care of that child.

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P-3.8	March 2023	3	2	Management Committee	March 2026



P-3.8 Indoor Environment

- 6 Easy access to areas should be maintained by making clear easily definable passageways and walkways though the building.
- 7 Staff will ensure that children properly store their bags. Staff will also ensure bags and other items are not thrown into walkways or play areas.
- 8 All items obstructing areas are to be removed and placed in the correct storage areas.
- 9 Access for families with disabilities will be maintained ensuring all necessary requirements are considered in the building environment.
- 10 Areas must be set up to ensure that proper supervision can be maintained at all times.
- 11 Access to the outdoor environment should be clear and easily accessible by the children and staff.
- 12 Children can access the school toilets next to our building outside, but if necessary, can also use the disabled toilet in centre 2 or the 2 staff toilets in centre 1. All bathrooms have toilet paper, hand washing & drying facilities available by convenient access for the children.

CHANGE HISTORY	Version	Amendment Details	Date Amended
	New	Reformatted DEBASCA policies	Nov 2013
	1	Reformatted Policy number: B-6 to P-3.8	Aug 2016
	2	Updated to revised National Quality Standard	Aug 2018
	3	Added clause 4.14 Amended clause 5 Added clause 12	March 2023

Ref. No.	Issued	Version No.	Supersedes	Approved by	Next Revision Due
P-3.8	March 2023	3	2	Management Committee	March 2026



P-3.9 Outdoor Environment

POLICY STATEMENT

We aim to provide a safe and secure outdoor environment where children have access to a variety of activities and outdoor resources.

SCOPE

This policy applies to all DEBASCA stakeholders.

ASSOCIATED DOCUMENTS

National Regulations 108

National Quality Standard Area 3.1; 3,2

DEFINITIONS

DEBASCA	Denistone East Before and After School Care Association
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RESPONSIBILITIES

Responsibility for implementation of this policy lies with the Director or other authorised representative approved by the Director and the Management Committee.

TRAINING REQUIREMENTS

Personnel having responsibilities under this procedure will be appropriately trained.

PROCEDURE

- 1 The outdoor environment will be smoke free. No smoking notices will be prominently displayed on the outside of the DEBASCA building.
- 2 The outdoor area shall be easily accessible to the staff and children.
- 3 The outdoor space will be inspected daily for any obstacles or dangerous items.
- 4 These items shall be disposed of in a safe and careful manner prior to the children playing in the area.
- 5 Areas will be made available where children can play in large or small groups or by themselves.
- 6 Supervision should be properly maintained. Children are to only play in the areas that are clearly visible to the staff, and where proper child/staff ratios are maintained.
- 7 Clear boundaries shall be set and enforced.
- 8 As far as possible, outdoor activities will be set up in shaded areas.
- 9 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.
- 10 Access for children and people with a disability will be maintained ensuring all necessary requirements are considered in the building environment.

CHANGE HISTORY	Version	Amendment Details	Date Amended
	New	Reformatted DEBASCA policies	Nov 2013
	1	Reformatted Policy number: B-7 to P-3.9	Aug 2016
	2	Updated to revised National Quality Standard	Aug 2018

Ref. No.	Issued	Version No.	Supersedes	Approved by	Next Revision Due
P-3.9	Aug 2018	2	1	Management Committee	Aug 2021