

C7. FACILITIES

Content:	Illawarra Aboriginal Corporation Policies and Procedures
Version:	1.0
Section:	Childcare
Applies To:	Board, Management and Staff of all IAC Childcare Services
Date:	May 2014 (Review May 2017)

Background and Purpose

The IAC's Childcare policies articulate our aims, goals and philosophies in caring for children in our long day care and preschool services. They explain how the IAC works with its management, staff and other agencies to ensure that our children are afforded the best and most appropriate care and that we meet all of the requirements of NSW Department of Education & Communities.

Principle

The IAC recognises and understands that our care environments must provide appropriate facilities to ensure the safety, protection and happiness of our children.

The IAC will ensure that its childcare facilities meet the requirements of the Children (Education and Care Services) Supplementary Provisions Regulation 2012 in regard to the safety and cleanliness of our premises, the indoor & outdoor space requirements, toilets and laundry facilities.

The IAC is committed to working with NSW Department of Education & Communities in an open and positive manner to ensure that children under our care are cared for in safe, nurturing environments that meet the requirements of current legislation and guidelines.

Space Requirements

C(E&CS)SPR 2012 Regulation 28

The IAC will ensure that our premises:

- have a room or an area that is used only for administration of the service and for private consultation between staff and parents
- have a room or an area, located away from the areas used by children, that is used for respite of staff
- a room or an area that is used only for sleeping for children under 2 years of age

Indoor space requirements

C(E&CS)SPR 2012 Regulation 28

The IAC will ensure that our premises:

- provide at least 3.25 square metres of unencumbered indoor play space* per child that is exclusively for the use of children provided with education and care while in attendance at the service
- provide a separate indoor play space for children under the age of 24 months to play safely

*Unencumbered Indoor Play Space

For the purposes of calculating unencumbered indoor play space, items such as any passage way or thoroughfare, door swing areas, toilet and hygiene facilities, nappy changing & bottle preparation areas, cot rooms, storage rooms, kitchens or any other facility such as cupboards and areas set aside for administration, meetings, staff respite and sleeping are to be excluded.

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Outdoor space requirements

C(E&CS)SPR 2012 Regulation 28

The IAC will ensure that our premises:

- provide at least 7 square metres of useable outdoor play space per child that is exclusively for the use of children provided with education and care while in attendance at the service; and where we cannot meet this space requirement we will seek the consent of the Director General to provide appropriately lit and ventilated indoor facilities that promote the gross motor skills for children
- provide an outdoor play space that is adequately shaded, having regard to *The Shade Handbook*, published by the New South Wales Cancer Council in 2008
- allow children to explore and experience the natural environment including such features such as trees, sand, natural vegetation and edible plants

Unencumbered Outdoor Space

For the purposes of calculating useable outdoor play space, items such as car parking areas, storage sheds and other fixed items that prevent children from using the space or that obstruct the view of staff supervising children in the space are to be excluded.

Laundry

C(E&CS)SPR 2012 Regulation 29

The IAC will ensure that our premises:

- have appropriate laundry facilities with hot and cold water
- have safe, sanitary facilities for the storage of soiled clothes, linen and nappies before laundering or disposal
- that our laundry and other facilities are located and maintained in a way that prevents unsupervised access by children

Hot Water

The IAC will ensure that hot water from any outlet that is accessible to children is regulated to keep the temperature of water from the outlet below 43.5 degrees Celsius

Craft Preparation

C(E&CS)SPR 2012 Regulation 30

The IAC will ensure that our premises:

- have separate facilities (including a sink, bench top and lockable cupboard) for use in craft activities
- have craft preparation facilities that are not next to any food preparation facilities or nappy change area

Food & Beverage Preparation, storage & handling

C(E&CS)SPR 2012 Regulation 31

The IAC will ensure that our food preparation and storage area:

- is specifically designated and is safe and hygienic
- has a stove or microwave oven, a sink, a refrigerator, suitable disposable facilities and a hot water supply
- has been designed, located and maintained so as to prevent children from gaining access to any harmful substance, equipment or amenity
- has a locked door to prevent unsupervised entry by children

The IAC will also ensure that:

- we have a separate and designated area that is safe and hygienic for the preparation of bottles for children under the age of 2 years
- our bottle preparation area is separate from our area for providing nappy changing facilities

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Toilets and washing facilities

C(E&CS)SPR 2012 Regulation 32

The IAC will ensure that our premises:

- have toilet, hand washing and bathing facilities that are safe and appropriate to the ages of the children at the service and that have products and equipment for cleaning those facilities whenever necessary
- the location and design of the toilet, hand washing, bathing and drying facilities enable safe use by the children
- there is convenient access to the toilet, hand washing, bathing and drying facilities from the indoor and outdoor spaces of our premises

Nappy Changing Facilities

C(E&CS)SPR 2012 Regulation 33

The IAC will ensure that our premises:

- have nappy changing facilities with:
 - ◊ a stable surface for changing nappies, together with a mat that has an impervious washable surface, for every 8 children (or part thereof)
 - ◊ hand washing facilities for adults in the immediate vicinity of the changing area
 - ◊ sanitary facilities for the storage of soiled nappies pending laundering or disposal
 - ◊ have facilities for laundering nappies or otherwise dealing hygienically with waste
 - ◊ facilities for the storage of clean nappies
- has a properly constructed nappy changing bench which is cleaned after each use
- have nappy changing facilities that are designed, located and maintained so as to prevent unsupervised access by children
- have nappy changing facilities that are separated from food & craft facilities
- have age appropriate washing facilities with temperature regulated hot and cold running water in, or adjacent to, the change area
- a sluice or contaminated waste disposal unit

Sleeping Facilities

C(E&CS)SPR 2012 Regulation 34

The IAC will ensure that:

- our premises have an adequate number of cots, beds, stretchers or sleeping mats (together with waterproof covers) or other culturally appropriate forms of bedding for all children who sleep while at the premises based on the ages of the children, the program of activities and operational hours
- mattresses and other bedding are clean and comfortable
- bed clothing is appropriate to the climate
- bed clothing is kept clean and in good repair
- there is individual bed linen and blankets for each child
- children do not share the same bed at the same time
- bed linen used by one child is washed before it is used by another child
- no adult or child over the age of 7 will sleep in the same room as children in our care
- our cots, beds, stretchers, mattresses and other bedding are arranged so as to:
 - ◊ be in an area that has natural light
 - ◊ allow easy exit of any child
 - ◊ allow easy access to any child
 - ◊ reduce the risk of cross infection between children
- the sleeping area for children is designed to ensure that all children in the area are readily accessible to staff
- our cots comply with the requirements of either the Australian/New Zealand Standard AS/NZS 2172:2010, *Cots for household use—Safety requirements* or the Australian/New Zealand Standard AS/NZS 2195:2010, *Folding cots—Safety requirements*.

Visibility

The IAC will ensure that our premises (including toilets and nappy change facilities) constructed and maintained in a way that:

- enables educators to supervise children at all times that they are in our care
- has regard to the need to maintain the rights and dignity of children

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Storage Facilities

C(E&CS)SPR 2012 Regulation 35

The IAC will ensure that our premises:

- have storage facilities that are secure and inaccessible to children
- have storage facilities for indoor and outdoor equipment
- have storage facilities that give each of our children access to a space for storage of their personal belongings

Swimming Pools

C(E&CS)SPR 2012 Regulation 36

The IAC will ensure that our premises:

- do not have swimming pools

COMPLIANCE

This policy complies with:

- Children and Young Persons (Care and Protection) Act 1998
- Children (Education and Care Services) Supplementary Provisions Regulation 2012
- National Quality Framework

REFERENCES

This policy should be read with:

- C(E&CS)SPR 2012 - Part 3 Facilities and equipment requirements - Division 1 Facilities (Regulations 28-37)