

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 and legally fit into the Service space will be enrolled.

Policy Considerations

- National Quality Standards/Elements: 3.1 (Design), 3.2 (Use)

Procedure

- The Service's indoor environment will be smoke free.
- The Service will only enrol the number of children in the Service that can comfortably fit into the space and in accordance with the National Standards.
- Where children are indoors for long periods together due to weather conditions, special activities will be planned and other areas sought to disperse the group such as school halls, classrooms and outdoor undercover areas.
- Separate areas in the indoor environment will be provided for:
 - a. Parents to sign their children in/out of the Service
 - b. Storage of equipment, food, dangerous materials, and family records
 - c. Preparation of food and drinks
 - d. Cleaning of equipment
 - e. Male and female toilet, hand basins
 - f. Creative and other activities
 - g. Large and small group activities
 - h. Rest areas
- The indoor area is to be set up to allow children to participate in a variety of activities with easy access to equipment.
- 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 walkways or play 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 Service.
- Areas must be set up to ensure that proper supervision can be maintained at all times.
- Access to the outdoor environment should be clear and easily accessible by the children and staff.

Reviewed on:	02/06/2022	Approved on:	02/06/2022
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Kids Biz Holidays & Sports OSHC Policies & Procedures

Document Version Control

Version Date	Changes
05/12/2018	Full review
27/08/2019	Document version history added
14/07/2020	Full review
02/06/2022	Full review

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