

Physical Environment and Sustainability Policy

Introduction and Purpose

The Approved Service aims to provide a safe environment where the facilities, equipment and resources are suitable for purpose which reduces the likelihood of incidents.

The Approved Service promotes sustainable practice and encourages all stakeholders to take responsibility for environmental sustainability.

Procedure

Physical Environment - General

- Children will be supervised at all times. Children will not be knowingly exposed to any potentially harmful risks.
- Daily safety checklists are to be completed and the environment is to be generally tidy and organised.
- The premises is to be equipped with a functional telecommunications device.
- Children and Educators are to wear appropriate clothing and footwear.
- Premises, furniture and equipment to be safe, clean and in good repair.
- Toys, equipment and resources that are unfit or unsuitable for purpose will be removed, repaired or recycled.
- Toys are washed, especially those that children put in their mouths.
- Furniture, equipment and materials must be suitable for purpose. For example child sized chairs and table.
- All equipment purchased will adhere to the Australian Safety Standards.
- Hazardous materials and medications are to be stored to be inaccessible to children.
- A first aid kit will be maintained and accessible to the Educator but inaccessible to children.
- Service must have appropriate sleeping, laundry, food preparation, toilet and hygiene facilities.
- Ventilation and natural light must be accommodated.
- Adequate nappy change facility allowing for supervision of all children.
- Glass windows and furniture, as defined and prescribed by regulation and Australian Standards, within the Family Day Care registered area must be made safe.
- Children and Educators will wear sun protection as outlined in the Sun Protection Policy.
- Outdoor areas must accommodate the provision of shade. Area's where children spend long periods of time are to have shade provisions.
- Equipment higher than 0.6m requires soft fall underneath as per Kidsafe NSW recommendations.
- Water safety requirements are followed as per the Water Safety Policy.
- Pool gates and fences are to be monitored and effectiveness maintained.
- The use of full sized trampolines and swings is subject to the Kidsafe NSW guidelines and not encouraged by the Approved Service.
- Environments maintained to adhere to the requirements as outlined in the Risk Management and WHS Policy.
- The physical environment must be maintained and risks minimalised as outlined in the Residence Risk Assessment document with consideration to stakeholder's health, safety and wellbeing.

Play Spaces

- Play spaces will challenge and stimulate children to explore, imagine, create and participate.
- Children will have age appropriate freedom of choice of activities and resources.
- Educators will communicate concepts of and appreciation for the sustainability of the natural environment.
- The environment will accommodate opportunities for solitary play and/or quiet times (e.g. book zones, pillows).
- Use natural, recycled or renewed resources.
- Accommodate and encourage gross motor, physically active play.
- Provide experiences for children to interact with nature by including natural elements (e.g. plants, trees, gardens, rock, mud or water).
- Provide an environment where children can explore, solve problems, create, construct and engage in critical thinking, which is developmentally appropriate for the ages represented in the service.
- Provide an environment that incorporates commercial, natural, recycled, home-made and real resources that can be used in a variety of ways to encourage children's learning.

Environmental Responsibility

- Promote awareness to all stakeholders of the importance of environmental responsibility.
- The Educational Leader will incorporate elements of environmental responsibility in communications.
- Elements of environmental responsibility are to be incorporated into the educational program.
- Children will be encouraged to become environmentally responsible and show respect for the environment.
- Conserve energy and water, minimise landfill waste, and recycle, renew or reuse where possible.
- Educators are to incorporate sustainable practices into everyday operations including recycling, renewing, reusing or repurposing items.
- Gardening and composting are encouraged as sustainable practices.
- Consideration is to be given to environmental sustainability when purchasing resources and equipment.
- When using recycled paper, ensure the content on paper is child appropriate.
- Recycling bins are to be available and used at all premises.
- The use of repurposed items, such as cardboard boxes, is encouraged for children's craft or design activities. Please note that some containers (e.g. egg cartons) may not be suitable for all children with consideration to allergies.

Additional Information

Prescribed Information Displayed

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| <ul style="list-style-type: none"> • Service/Regulatory information poster • Certificate of Registration • Routine • Program & Evaluation/Reflection (can be displayed electronically) • Philosophy - BHFDC • CPR charts displayed inside and outside • Allergy/Medical Action Plan displayed in a confidential but easily accessible location • Emergency Evacuation diagram at each entry/exit • Emergency contact numbers • Fire Equipment Sign • First Aid Kit sign • Safe Sleeping Poster (SID) in sleep area • EYLF and/or MTOP posters • Goals for Teaching & Learning document | <ul style="list-style-type: none"> • Recycling bin sign (composting sign if relevant) • Sun Smart poster • UN Rights of the Child poster • ECA Code of Ethics • Handwashing procedure near sink • Healthy eating/lunch poster • Nappy Change procedure in nappy change area • Breast Feeding Support (on accessible) • Aboriginal Art posters & Multicultural Images/Resources • Munch and Move posters (optional) • Photos of Children in Care • Art and Craft of Children in Care • Welcome Poster • Menu - weekly (if relevant) |
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Prescribed Information Accessible

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| <ul style="list-style-type: none"> • Education & Care Services National Regulations • Education & Care Services National Law • Guide to the National Quality Standard (NQS) • Policy and Procedure Folder • EYLF and/or MTOP Resource Document • Visitors Register • Observations/Portfolio for each child • Daily Checklist – safety, nappy, food, sleep & toy cleaning record • Incident, Injury, Trauma & Illness Form • Medication Administration and Permission Form • Excursion Risk Assessment and Permission Forms (if applicable) • Risk Assessments (e.g. pool, water hazard, pets, pebbles, bush fire etc.) | <ul style="list-style-type: none"> • Emergency Evacuation & Lock Down Practice Forms & Record (3monthly). • Educator Handbook • Business Book • Personal Philosophy • Fee Schedule for Clients • Insurance Information • Child Protection resource pack • Australian Standards info for cot/s & highchair/s. • School Readiness Resources • Munch and Move Resource Kit • Area for the Children's Belongings • Gloves for nappy change, nose cleaning & food preparation • Spray Bottle (Soap & Water) and Paper Towel |
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- Sunscreen and Hats for Children & Educator
- Material Safety Data Sheets (MSDS) for all Cleaning Supplies/Chemicals Used
- Temperature Log for Fridge (if providing food)

Reference/Source

Kidsafe NSW www.kidsafensw.org

Australian Standard 1288-2006 Glass in buildings—Selection and installation

Work Health and Safety Law and Regulation 2011

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011. Part 4.1 - 73-76. Part 4.2 – 77, 87, 89, 92, 97-98. Part 4.3 – 103-106, 109-117.

National Quality Standard for Early Childhood Education and Care and School Age Care. Quality Area 1, 2 & 3.