

# Indoor Environment

# Part II Section B 6

## 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.

## Considerations.

National Standards Section 1.1 (Space requirements)

National Standards Section 2.10 (Health of staff and children).

## Procedure.

- \* The Centres' indoor environment will be smoke and alcohol free. Non smoking notices will be prominently displayed.
- \* The Centre will endeavor to only enrol the number of children in the Centre, which can comfortably fit into the building space and in accordance with the National Standards.(additional space will be sort if available)
- \* Where children are indoors for long periods due to weather conditions, special activities will be planned and other areas sought to disperse the group such as other available places within the school and /or undercover areas and verandahs.
- \* Where possible separate areas in the indoor environment will be provided for:
  - § Parents to sign their children in/out of the Centre
  - § Staff to collect fees, answer phones and maintain daily records
  - § Staff and parents to talk in confidence.
  - § Storage of equipment, food, dangerous materials and family records
  - § Preparation of food and drinks
  - § Kitchen and other refuse
  - § Cleaning of equipment
  - § Children's and staff toilets, hand basin and hand drying facilities.
  - § Creative and other activities.
  - § Large and small group activities.
  - § Display of children's activities and work.
  - § Quiet space for children to retreat to, or to do homework or lie down if unwell.
- \* The indoor area is to be set up to allow children to participate in a variety of activities with easy access to equipment.
- \* Easy access to areas shall be maintained by making clear easily definable passageways and walkways through the building.
- \* Staff will ensure that children properly store their bags and other items and do not throw them into walkways or play areas.
- \* All items obstructing areas are to be removed and placed in the correct storage areas.
- \* Areas must be set up to ensure that proper supervision can be maintained at all times.
- \* Access to the outdoor environment shall be clear and easily accessible by the children and staff.

## **HOMEWORK**

A parent may request their child do their homework at the Centre. The staff will pass on this request to the child although take no responsibility for incomplete homework. Homework is considered a home or school activity, not a Centres' necessity.

A suitable space will be made available upon request for those who do wish to do their homework.

Reviewed and updated by committee on 31<sup>st</sup> March 2010