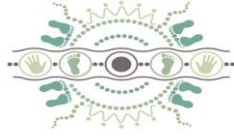


P3-02: Physical Environment Policy

The physical environment can contribute to children’s wellbeing, happiness, and creativity as well as promoting the development of independence. It can contribute to and make visible the quality of children’s learning and involvement in experiences. The choices made in an education and care service about resources, materials, spaces, layout, air, and light in combination with access to a range of experiences in the indoor and outdoor areas, have a direct impact on the quality of learning opportunities available to children.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY		
2.1	Health	Each child’s health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy Lifestyles	Healthy eating and physical activity are promoted and appropriate for each child.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
QUALITY AREA 3: PHYSICAL ENVIRONMENT		
3.1.1	Fit for Purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.



EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
73	Educational programs
74	Documenting of child assessments or evaluations for delivery of educational program
75	Information about the educational program to be kept available
76	Information about educational program to be given to parents
80	Weekly menu
82	Tobacco, drug and alcohol -free environment
84A	Sleep and rest
86	Notification to parents of incident, injury, trauma and illness
98	Telephone or other communication equipment
99	Children leaving the education and care service premises
102	Authorisation for excursions
103	Premises, furniture and equipment to be safe, clean and in good repair
104	Fencing and security
105	Furniture, materials and equipment
106	Laundry and hygiene facilities
107	Space requirements—indoor
108	Space requirements—outdoor space
109	Toilet and hygiene facilities
110	Ventilation and natural light
111	Administrative space
112	Nappy change facilities
113	Outdoor space—natural environment
114	Outdoor space—shade
115	Premises designed to facilitate supervision
123	Educator to child ratios- centre based services
156	Relationships in groups
168	Education and care service must have policies and procedures
171	Policies and procedures to be kept available



RELATED POLICIES

Animal and Pet Policy Child Safe Environment Policy Educational Program Policy Environmentally Responsible Policy	Sleep, Rest & Relaxation Policy Sun Safety Policy Water Safety Policy Work Health and Safety Policy
--	--

PURPOSE

Queanbeyan and District Preschool Association (QDPA) will ensure the environment is safe, stimulating, clean, and well maintained for children, families, Educators, and visitors. Children’s awareness of the environment and sustainable practice will be supported through daily practices, resources and interactions. The physical environment will support children’s participation and engagement, development, learning, and safety, and will provide supervised access to positive experiences and inclusive relationships. QDPA provides an environment free from the use of tobacco, alcohol and illicit drugs.

SCOPE

This policy applies to children, families, educators, staff, approved provider, nominated supervisor, students, volunteers, visitors and management of QDPA.

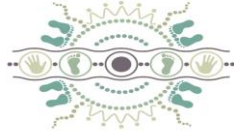
IMPLEMENTATION

QDPA is committed to providing an environment that promotes safety and enhances children’s learning and development.

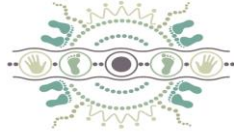
THE APPROVED PROVIDER, NOMINATED SUPERVISOR AND EDUCATORS’ RESPONSIBILITIES INCLUDE THE FOLLOWING.

ENSURE THE PHYSICAL ENVIRONMENT IS DESIGNED TO:

- maximise children’s engagement and positive experiences
- provide space where children can experience quality care in a safe and healthy environment
- meet licensing requirements for buildings, space requirements, fencing, light, ventilation, firefighting equipment, emergency evacuation exits and safety glass for National Regulations, the Building Code of Australia (BCA), NSW Department of Planning and Environment, local councils and regulatory authorities

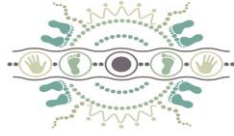


- provide adequate storage to meet the needs and requirements of the Service
- provide sufficient and accessible handwashing, toileting, eating, and sleeping facilities
- ensure toileting and hand-washing facilities are accessible from both the indoor and outdoor environments
- ensure adequate and appropriate hygienic facilities for nappy changing are provided, which are soundly constructed ensuring children's safety (Reg 112)
- provide appropriate areas for food preparation
- provide an area for managerial purposes, consultation with children's parents and for private conversations to occur (Reg. 111)
- incorporate natural and artificial lighting, appropriate ventilation, heating, cooling and fresh air into the building/premises (Reg. 110)
- facilitate adequate supervision of children at all times including toilets and nappy change facilities
- ensure safety and minimal disruption for children whilst playing
- ensure immediate communication is available at all times to and from parents and emergency services (Reg. 98)
- provide different types of play to occur both in the indoor and outdoor areas (e.g., quiet play areas and loud play areas)
- provide adequate shade for children in accordance with the recommendations of relevant authorities
- provide shade in the form of trees or physical shade structures
- provide a natural environment for children to explore and experience which may include plants, trees, gardens, rock, mud and/or water
- ensure all required fencing is compliant with current regulations and is maintained to ensure it is in good condition (including self-closing gates with safety locking mechanisms and boundary fencing)
- provide a variety of indoor and outdoor experiences, catering for children's interests and abilities
- provide a developmentally appropriate environment where children can explore, solve problems, create, construct and engage in critical thinking
- provide an environment that permits children to participate in activities independently or in small groups, and access resources autonomously
- ensure safety of children at all times. Non-fixed play equipment in the preschool grounds will have appropriate risk minimisation plans and be supervised at all times by an educator.
- power points not in use have safety caps, all double adaptors and power-boards are out of reach of children, and all electrical cords are secured and not dangling.



CHOOSE APPROPRIATE RESOURCES AND EQUIPMENT:

- appropriately sized furniture and equipment will be provided in both the indoor and outdoor environment for the age ranges represented in the preschool
- children will be supported to access appropriate furniture, resources, materials, toys and equipment that encourage appropriate challenges and risk taking in accordance with their individual developmental level
- resources will be adequate in number for the number of children attending our preschool and be developmentally appropriate
- specific equipment requirements of children with additional needs will be catered for to ensure an inclusive environment
- resources and equipment will be chosen to reflect the cultural diversity of the QDPA community and the cultural diversity of contemporary Australia, including the incorporation of the Aboriginal and Torres Strait Islander community
- large purchases of equipment will be the responsibility of the approved provider
- the nominated supervisor is responsible for consumables and the daily running purchases of the preschool
- educators will provide ideas for equipment and materials purchase based on the needs and interests of children in their particular room
- educators will complete a log for the nominated supervisor of equipment that needs maintenance on a prioritised basis on OWNA
- children's ideas and suggestions in planning the indoor and outdoor environments will be facilitated
- children will be encouraged to make decisions about the use of equipment and resources
- the preschool will actively seek the input of parents/guardians regarding current interests of their children so as to purchase appropriate toys and equipment
- climbing equipment will be installed according to manufacturers' recommendations and compliant with Australian Safety Standards. For example, incorporating soft fall materials wherever climbing equipment is set up
- incorporate a range of commercial, natural, recycled, homemade, and real resources that can be used in a variety of ways to encourage children's learning and creativity
- all equipment and resources meet relevant Australian Standards and educators are trained in correct maintenance and assembly where necessary
- families are provided with the latest safety information
- educators discuss the safety characteristics of using toys and equipment with children
- educators will participate in on-going professional development in order to enhance children's learning and ensuring a safe and educational environment



- a maintenance log and register of toys and equipment is maintained by educators and the nominated supervisor.

LAUNDERING OF SOILED ITEMS:

- laundry and hygienic facilities are located and maintained in a way that do not pose a risk to children
- adequate storage is provided
- soiled clothing will be returned to a child's home for laundering
- educators will remove soiled content and place into a plastic bag/wet bag. Items will be stored securely in a sealed container or double-bagged before being placed in the child's bag.

REARRANGING, ADDING OR REMOVING FURNITURE:

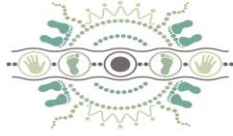
- maintain a record of any changes that are made to the physical environment of the preschool is maintained, such as rearranging of rooms, to show continuous improvement
- links between the arrangements and choice of resources and equipment, and the children's learning in the program will be documented.

SLEEP/REST ENVIRONMENT:

- educators and staff will strictly adhere to the *Sleep, Rest and Relaxation Policy* and procedures
- beds will be positioned to encourage a calm and relaxing environment. There will be a minimum space of 300mm between each cot to reduce the possibility of cross infection.
- beds will be regularly checked to ensure they are secure and safe
- beds will be located in an area that is easy to access for all educators and other staff
- beds will be stored in a dry area
- educators will ensure to use correct manual handling techniques when moving the beds
- beds should not be placed on high shelves or in unstable or difficult to reach stacks
- light linen will be used for beds
- checks will be made to identify any hazards to ensure a safe environment

ONGOING MAINTENANCE:

- the preschool will continuously reflect on its environment and put in place a plan to ensure that the environment reflects our ideology of providing an environment that is safe, stimulating, and engaging for all who interact within it



- frequent risk assessments of the indoor and outdoor environment will be conducted in order to minimise risk and hazards
- the nominated supervisor will manage the required maintenance from the maintenance log for the preschool as required. Repairs and maintenance will be conducted throughout the year according to priority including, hazard removal, safety precautions and any relevant policies.
- the approved provider/nominated supervisor will stay up to date with banned/recalled products and remove these immediately from the preschool if required
- the preschool will have regular pest inspections carried out by an accredited pest control company. Documentation of these inspections will be kept and any further recommended treatments as a result of the findings from the pest control check will be carried out in a timely manner

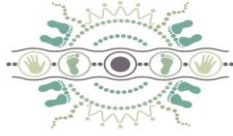
DAILY SAFETY CHECKS

A daily inspection of the premises will be undertaken before children begin to arrive. The *Opening/Closing Checklist and Outdoor Safety Checklist* will be used as the procedure to conduct these safety checks. A record of these will be kept by the preschool directly on OWNA. The approved provider/nominated supervisor will make the appropriate arrangements to have any identified repairs carried out as soon as possible.

This inspection will include the:

- service perimeters
- fences/fence line
- gates
- paths
- buildings
- all rooms accessible by children
- fixed equipment
- sand pit
- mud pit

This must be completed in order to identify any dangerous objects in the grounds ranging from sharps to poisonous or dangerous plants and animals. In the event of a sharp object being found (for example a syringe) educators will wear gloves and use tongs to pick up the object and place it in the 'sharp object box'. This box will be disposed of as per the recommendations of our local council.



Similarly, trees in the grounds must be checked regularly for overhanging, dead, or dangerous looking branches as well as checked for any infestations.

The approved provider must ensure all fences and barriers that enclose outdoor spaces used by children are of a height and design that children cannot go through, over or under. (Reg. 104).

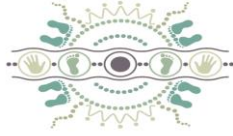
CLEANING OF BUILDINGS, PREMISES, FURNITURE AND EQUIPMENT

GENERAL CLEANING

- the preschool will use structured cleaning schedules to ensure that all cleaning is carried out regularly and thoroughly throughout the day
- accidents and spills will be cleaned up as quickly as possible to ensure that the preschool always maintains a high level of cleanliness and hygiene
- educators and staff will adhere to our *Health and Safety Policy*.
- external cleaner will clean the preschool at the end of each day and during non-term times as contracted

WHEN PURCHASING, STORING AND/OR USING ANY DANGEROUS CHEMICALS, SUBSTANCES, MEDICINES OR EQUIPMENT, OUR SERVICE WILL:

- ensure all procedures are followed to maintain a safe environment
- adhere at all times to manufacturer's advice and instructions when using products to clean furniture and equipment at the service
- keep a register of all hazardous chemicals, substances and equipment used at the preschool. Information recorded should include where they are stored, their use, any risks, and first aid instructions and the current SDS. The register will be readily accessible.
- All potentially dangerous products will be stored in a locked storage cupboard or in locked external sheds.
- All potentially dangerous products will be labelled.
- Only the manufacturer's containers will be used for potentially dangerous products.
- All bottles will be clearly labelled with product name, contents, directions of use, and a colour code chart will be visible.
- All potentially dangerous products stored in locked cupboards will have a Safety Data Sheet (SDS) easily accessible.
- PPE – Personal Protection Equipment will be available for appropriate use by Educators



CHILDREN'S BATHROOM

- clear supervision is provided to children when in use (having regard to the need to maintain the rights and dignity of children)
- educators and other staff will encourage children to follow appropriate hygiene practices- hand washing, toileting
- bathrooms will be cleaned and mopped throughout the day
- signage is to be used after mopping to ensure that children, educators and other staff and families are aware that the floor is wet
- educators are to ensure they follow the bathroom and toilet cleaning procedure

MAINTENANCE OF FIRE EQUIPMENT

- all fire equipment across QDPA will be maintained as per the legal standards
- external agencies will be employed to assist the service with this maintenance, including maintaining smoke alarms

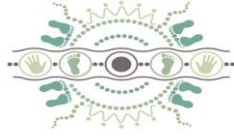
SUN PROTECTION

- educators and staff across QDPA will adhere to our *Sun Protection Policy* and procedures at all times
- a combination of sun protection measures will be implemented whenever UV Index levels reach 3 and above
- educators will continue to check the UV rating prior to going outdoors and as the heat increases throughout the day (see *Sun Protection Policy* for further information)
- temperature of outdoor equipment and surfaces will be monitored during the day to ensure the area and equipment is safe for children to play

WATER SAFETY

Regulations state that services in New South Wales are not permitted to have pools unless they existed on the premises before 6 November 1996. However, to stop accidents and illnesses relating to swimming pools, wading pools, water troughs and other water situations our preschool will:

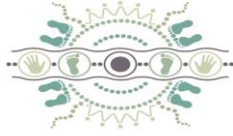
- remove any items or objects that could be used to climb into the fenced area of a pool, trough, or water storage unit e.g., chairs, bins, bikes, and any shrubs or overhanging trees
- make sure no child swims or plays in any water without:
 - risk assessments being completed and approved by the approved provider



- written permission from family member to learn water safety and swimming
- appropriate educator/child ratios in place
- having sufficient numbers of educators present who have first aid or recognised water safety and rescue procedures
- at all times children near water are closely supervised. A child will never be left unattended near any water
- staff will ensure that all water containers are made inaccessible to children and also make sure children's play areas are safely fenced off from water hazards such as rivers, dams, creeks, lakes, irrigation channels, wells etc.
- all wading pools/water troughs etc. will be immediately emptied after every use: storage will prevent the collection of water e.g., upright/inverted. The grounds will also be checked after rain or watering and water that has collected in holes or containers will be emptied/removed
- wading/water troughs are hygienically cleaned, disinfected, and chlorinated appropriately:
 - on a daily basis remove leaves and debris, hose away surface dirt and scrub inside with disinfectant
 - wash away disinfectant before filling trough.

SERVICE CLOSURE

- two educators must close the preschool each day
- both educators are to check the entire premises to ensure that all children and families have departed by checking sign in and out sheets for all rooms on OWNA AND physically checking all rooms and areas
- educators are to follow QDPA closing procedures each night (see: *Opening/Closing Checklist on OWNA*)
- In the case where a parent has omitted to sign their child out, and the educators did not witness the child leave the service, the educators must take every step to get in contact with the parent to ensure the child has safely left the Preschool
- if unable to contact the family, the educators are to contact other educators present on that day for confirmation that the child has been collected. The Nominated Supervisor is to then be notified before leaving the preschool.
- Once a child's departure has been confirmed, the educators will sign the child out for the day.
- individuals visiting our preschool must also sign in when they arrive at the preschool and sign out when they leave on OWNA. Any visitors on the list at the end of the day must also be verified to have exited the building and an educator must sign the visitor out for the day.
- details of absences during the day must also be recorded on OWNA by 10am.



TOBACCO, ALCOHOL AND OTHER DANGEROUS SUBSTANCES

Section 6A(1)(i) of the *Smoke Free Environment Act 2000* bans smoking within 4 metres of a pedestrian access point to a public building, including education and care facilities.

The Act details the smoking ban to 4 metres from an entrance used by pedestrians to get into or out of a building - in public outdoor settings, such as immediately outside buildings where people congregate, people entering or exiting the building have limited opportunity to avoid second-hand tobacco smoke. For more information in relation to legislative requirements for smoke-free areas, please refer to *the Smoke-free Environment Act 2000* and *Smoke-free Environment Regulation 2007* online at www.legislation.nsw.gov.au.

Smoking or vaping within 4 metres of the entrance of the Preschools is strictly prohibited within this radius.

Smoking, including vaping, drinking of alcohol and use of unlawful substances is not permitted in any area of the preschool premises – including the rooms, the kitchen, the storeroom, the bathroom, or outdoor areas. This will continue to apply whilst on excursions away from the preschools by both staff and families attending the excursion.

Educators, families and visitors are required to abide by the smoke free, including vaping, alcohol free & dangerous substance free preschool environment. Educators, parents and visitors are requested not to smoke, vape, drink or use unlawful substances in the preschool car parks or in the immediate entry area.

CONTINUOUS IMPROVEMENT/REFLECTION

The *Physical Environment Policy* will be reviewed on an annual basis in conjunction with children, families, educators, staff and management.

SOURCES

Australian Children's Education & Care Quality Authority. (2014).

Australian Children's Education & Care Quality Authority. (2023). [Guide to the National Quality Framework](#).

Cancer Council NSW: <https://www.cancercouncil.com.au>

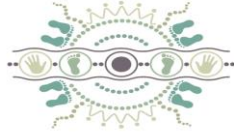
Cancer Council Australia. Be SunSmart. <https://www.cancer.org.au/cancer-information/causes-and-prevention/sun-safety/be-sunsmart>

Education and Care Services National Law Act 2010. (Amended 2023).

[Education and Care Services National Regulations](#). (Amended 2023).

KidSafe Australia: <https://kidsafe.com.au>

National Health and Medical Research Council. (2013). *Staying healthy: Preventing infectious diseases in early childhood education and care services*.



NSW Government Kids and Traffic Early Childhood Road Safety Education Program

Red nose Safe environment <https://rednose.org.au/section/safe-environment>

Revised National Quality Standard. (2018).

Swimming Pools Act 1992 (NSW)

Work Health and Safety Act 2011

REVIEW

Version Control	Date	Author	Description of Change
1.0	2016	QDPA	Original documents (Playground & Equipment Safety, Storage of Hazardous Chemicals & Smoking, Alcohol & Dangerous Substances Policies – previously individual policies)
2.0	June 2021	QDPA	Scheduled review <ul style="list-style-type: none"> • Document created with change in leadership team in 2021. • Version control and description box included to clarify future reviewed items/new inclusions • Formatted to include policy statement, purpose, scope and implementation, addition of footers and page numbering in line with policy conventions • Consolidation of three former policies - (Playground & Equipment Safety) (Smoking, Alcohol & Dangerous Substances) & (Storage of Hazardous Chemicals) into encompassing Physical Environment Policy.
3.0	May 2022	QDPA	Scheduled Review <ul style="list-style-type: none"> • Addition of reference to relevant regulations • Reference to relating policies added • Sources checked for accuracy
4.0	January 2025	QDPA	<ul style="list-style-type: none"> • minor formatting edits within text • hyperlinks checked and repaired as required • Continuous Improvement/Reflection section added