



Coowarra Out Of School Hours Care Service Inc

Acceptance and Refusal of Authorisations Policy

POLICY STATEMENT

We aim to provide the appropriate equipment needed to ensure staff and children can work effectively. The items need to be available to meet the interests and developmental needs of the children, this will ensure they can enjoy their play and leisure time. All equipment should be in an appropriate condition for the activity. We aim to provide all staff, children, management committee, contractors and visitors with a safe and secure environment through proper and immediate attention to all equipment repairs and maintenance.

PROCEDURES

- Equipment will be chosen that meets the children's developmental needs and interest.
- Equipment will be maintained in a safe, clean condition and in good repair at all times.
- There will be no damaged plugs, sockets, power cords or extension cords.
- All plug sockets shall be maintained as child safe.
- Electrical appliances shall be in good working order and tagged accordingly by a licensed electrician.
- Daily safety checklists will be carried out and include checking the safety and good repair of equipment, toys and furniture and that there are no potential risk to children, staff or visitors to the service.
- Equipment, toys and furniture will be regularly washed and cleaned.
- Service furniture and premises to be cleaned daily, in line with Hygiene and Cleaning Policy.
- Staff are to ensure that any store rooms, storage cupboards etc. are cleaned out on a regular basis to ensure that they are well maintained and pose no risk to staff, children or visitors to the service.
- Recycled craft materials will be checked for potential hazards.
- Staff shall ensure safe handling of all tools, particularly sharp tools, if used as part of any activity.
- Risk assessments have been developed for use of equipment and the premises and are available onsite.
- Coordinator and Educational Leaders are to ensure that there is sufficient developmentally appropriate equipment suitable for all children in care, and if not steps are taken to ensure that this is rectified as soon as possible.



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- Families, children and staff will be encouraged to notify coordinator and management of any concerns they might observe of any of our equipment.
- Damage to the building and/or premises should be reported to Community Junction or Penrith Council by the coordinator at their earliest convenience, to ensure repairs can be carried out in a timely manner.
- Any maintenance that requires specialised training shall be carried out by a licensed tradesperson.
- Minor maintenance that does not require additional training and can be carried out by staff or other persons providing they have the appropriate acquired competence to do so.
- Maintenance on any equipment (toys, furniture, sporting goods etc.) when it is safe to do so, can be carried out by the staff.
- Equipment that cannot be repaired or poses a risk to any persons must be disposed of in a safe manner that does not impact on the environment.

CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
Education and Care Services National Law <u>National Regulations</u> 103 premises, furniture and equipment to be safe, clean and in good repair 105 furniture, materials and equipment		<ul style="list-style-type: none"> - Work cover NSW - Work Health and Safety Act - Providing a Child Safe Environment Policy - Hygiene and cleaning policy

UPDATED AND ENDORSED: January 2023

DATE FOR REVIEW AND EVALUATION: June 2028