Policy 2.4

Building and Equipment Maintenance

Equipment

The Two Wells Community Children’s Centre will purchase equipment and toys that will meet all Australian safety standards and be appropriate to the developmental stages, appropriate for mixed age groups, interests and cultures of the children in care. Toys of war are considered inappropriate to the service’s aims of providing a safe and caring environment.

Parents/guardians will be invited on enrolment and at intervals thereafter, to provide information about the toys with which their children enjoy playing. Staff will regularly prioritise a list of items of equipment required to be purchased.

In consultation with staff, the Director and Assistant Director will determine which equipment is most appropriate, taking into account the children’s ages, durability, ease of maintenance, cost and benefit to the children’s program. The Assistant Director and/or Director will approve the purchase of all new items and equipment, and ensure their compliance with current Australian safety standards.

The Director/Assistant Director will advise the Governing Council about purchases of new equipment valued over $500.00. If large or expensive items of equipment are requested, the Governing Council will determine the service’s budget limitations or consider other options.

An up to date inventory of equipment will be kept in the centre. (Asset Register)

Staff will be provided with information, at their induction, about building and equipment safety and the responsibilities of Governing Council and staff, reducing the risks of hazards at the centre, and emergency procedures including evacuations. Staff will be trained in the use of safety equipment such as fire extinguishers and duress buttons.

All staff members will continually ensure that all equipment and toys are kept in a thoroughly safe, clean and hygienic condition; are in good repair at all times, are used under appropriate supervision by staff, and stored in a safe manner.

Children will be carefully introduced to new toys and pieces of equipment and taught how to use and care for them in an appropriate manner. Safety issues, such as road and playground safety, are discussed.

In relation to water safety please refer to the Water Safety Policy

Emergency evacuations will be practiced each term, and include other services using the centre, such as Playgroup and CYHS.

Pamphlets (situated in the foyer) containing information from recognised safety authorities is provided for families about new and used equipment, furniture, car restraints etc.

Safety information is relayed to families through newsletters and displays, and their views will be sought on the centre’s safety practices.

All equipment and the grounds are spot checked regularly by staff, DECD contractors and through the National Quality Standards reviews/assessments. Any reports are sent to the Director and the Governing Council for follow up. Staff are continually trained in the Occupational Health and Safety, Fire Safety and First Aid.
Maintenance

Staff inspect the grounds (fence line, sandpit and yard) each morning to check for dangerous objects and vermin. Hazards and damaged equipment are removed or the area secured. Tables are cleaned and floors swept throughout the day.

A full safety audit of all equipment and the indoor and outdoor environments will be held twice each year by staff and parents. All electrical items are tested and tagged annually by a qualified electrical tester.

Staff will report the outcomes of regular inspections at OH&S meetings via the Hazard and Near Miss forms.

Any reports by parents (Hazard and Near-Miss forms are provided in the foyer) will be dealt with as soon as possible and the outcomes reported back to the parents.

The Centre has a preventative maintenance and electrical appliance plan with DECD and will employ a groundsman as required to ensure the continual maintenance of the building and grounds. All maintenance reports are stored in the office filing cabinet under ‘Building’.

Any plans for the improvement of the building and playground area will be compliant with DECD Licencing and Standards, and taken to Governing Council for their input and approval. All major improvements are recorded in the ‘Building’ file.

Any major findings and/or repairs will be taken to the Governing Council for their approval.

Any maintenance that is considered to be outside of the budget will be included in the budget for the coming years, and a safety plan put into place to reduce the current hazards.

exception to this would be if the child was at risk.

| Governing Council Member’s Signature: | ________________________________ |
| Director’s Signature: | ________________________________ |

*Two Wells Community Children’s Centre’s Common Seal*

| Date Reviewed: | 27th July 2012 |
| Next Review Due: | July 2013 |

**Sources:**
- DECD OH&S
- Education and Early Childhood Services Registration and Standards Board