



**Kinburra Preschool**

# Physical Environment Policy

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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.



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3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.
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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
81	Sleep and rest
82	Tobacco, drug and alcohol -free environment
86	Notification to parents of incident, injury, trauma and illness
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



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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 Environmentally Responsible Policy Health and Safety Policy Programming Policy	Road Safety Policy Safe Storage of Hazardous Chemicals Policy Sleep and Rest Policy Sun Safety Policy Water Safety Policy Work Health and Safety Policy
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#### PURPOSE

Our Service will ensure the environment is safe, 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.

#### SCOPE

This policy applies to children, families, staff, and management of the Service.

#### IMPLEMENTATION



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Kinburra Preschool 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:

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.
- provide an area for managerial purposes, consultation with children's parents and for private conversations to occur.
- incorporate natural and artificial lighting, appropriate ventilation, heating, cooling and fresh air into the building/premises.
- facilitate adequate supervision of children at all times including toilets and nappy change facilities.
- ensure safety and minimal disruption for children whilst playing.
- 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.



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- 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 Service grounds can be no more than one metre high and must 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 service.
- The Approved Provider will be responsible for any large purchases of equipment. The Nominated Supervisor is responsible for consumables and the daily running purchases of the service.
- Educators will provide ideas for equipment and materials purchase based on the needs and interests of their classroom.
- Educators will complete a log for the Nominated Supervisor of equipment that needs maintenance on a prioritised basis.
- Kinburra will actively seek the input of parents/guardians regarding current interests of their children so as to purchase appropriate toys and equipment.
- Resources and equipment will be chosen to reflect the cultural diversity of the Service's community and the cultural diversity of contemporary Australia, including the incorporation of the Aboriginal and Torres Strait Islander community.



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- Children will be provided with resources and equipment that encourages appropriate challenges and risk taking in accordance with their individual developmental level.
- The environment will be organised to ensure safety and minimal disruption for children whilst playing.
- Specific equipment requirements of children with additional needs will be catered for to ensure an inclusive environment.
- Climbing equipment will be set up in a safe way and compliant with Australian Safety Standards. For example, incorporating soft fall materials wherever climbing equipment is set up.
- Frequent risk assessments of the indoor and outdoor environment will be conducted in order to minimise risk and hazards.
- An environment will be provided that allows different types of play to occur both in the indoor and outdoor areas (e.g. quiet play areas and loud play areas)
- A natural environment for children to explore and experience will be provided which may include plants, trees, gardens, rock, mud and/or water.
- Educators will participate in on-going professional development in order to enhance children's learning and ensuring a safe and educational environment.
- Our Service will work within our Sun Safety policy and procedures, providing adequate shade for children in accordance with the recommendations of relevant authorities.
- An environment that ensures children are appropriately supervised at all times will be provided.
- All required fencing will be maintained in good condition and is compliant with current regulations.
- A variety of indoor and outdoor experiences will be provided, catering for children's interests and abilities.
- Children will be supported to access appropriate furniture, resources, materials, toys and equipment. These resources will be adequate in number for the number of children attending our Service and be developmentally appropriate.
- A developmentally appropriate environment will be provided where children can explore, solve problems, create, construct and engage in critical thinking.
- An environment will be provided that permits children to participate in activities independently or in small groups, and access resources autonomously.



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- The environment will incorporate commercial, natural, recycled, homemade, and real resources that can be used in a variety of ways to encourage children's learning and creativity.
- Sufficient and accessible handwashing, toileting, eating, and sleeping facilities will be available.
- Toileting and hand-washing facilities are accessible from both the indoor and outdoor environments.
- Adequate and appropriate hygienic facilities for nappy changing are provided, which are soundly constructed ensuring children's safety.
- Natural and artificial lighting, appropriate ventilation, heating, cooling and fresh air will be incorporated into the building.
- Providing appropriate areas for food preparation.
- An area for managerial purposes, consultation with children's parents and for private conversations to occur is available.
- 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.
- Educators discuss the safety characteristics of using toys and equipment with children.
- Where appropriate children are involved in setting classroom guidelines.
- Families are provided with the latest safety information on items such as cots, highchairs, car seats, etc.
- A maintenance log and register of toys and equipment is maintained.
- All equipment, including resources, equipment, car seats, booster seats, etc. meet relevant Australian Standards and educators are trained in correct maintenance and assembly.

### **Laundering of Soiled Items**

- Soiled clothing will be returned to a child's home for laundering. Educators will remove soiled content and place into a wet bag (provided by the preschool). Items will be stored securely in a childproof locked cupboard located in the children's bathroom.

### **Rearranging, Adding or Removing Furniture**

- Kinburra will keep a record of any changes that are made to the physical environment of the service, such as rearranging of rooms etc. to show continuous improvement.



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- Kinburra will document the links between the arrangements and choice of resources and equipment, and the children's learning in the program.

### Sleep/Rest Environment

- Mattresses should be positioned to encourage a calm and relaxing environment. They should be separated by a minimum of 300mm to reduce the possibility of cross infection.
- Mattresses should be located in an area that is easy to access for all educators and other staff.
- Mattresses should be stored in a dry area.

### Ongoing Maintenance

- The Service 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.
- Yearly risk assessments of the indoor and outdoor environment will be conducted in order to minimise risk and hazards.
- The Nominated Supervisor will document required maintenance in a maintenance plan/log for the Service as required. Repairs and maintenance will be conducted throughout the year according to priority including, hazard removal, safety precautions and any relevant policies.
- Council is responsible for a regular building safety and grounds check as part of our lease agreement.
- The Approved Provider/Nominated Supervisor will also ensure that the Service and its grounds comply with Local Government and BCA regulations in regard to fire-fighting requirements, ventilation, natural and artificial lighting, and safety glass.
- The Service 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.

### Safety Checks

A daily inspection of the premises will be undertaken before children begin to arrive. This inspection will include the:

- Service perimeters



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- Fences/Fence Line
- Gates
- Paths
- Buildings
- All rooms accessible by children
- Fixed equipment
- Sand Pit
- Mud pit

This must be done 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 is located in the cleaners cupboard and 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.

Non-fixed play equipment in the Service grounds can be no more than one metre high and must be supervised at all times by an Educator.

The Service 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.

The Indoor and Outdoor Daily Safety Checklists will be used as the procedure to conduct these safety checks. A record of these will be kept by the service. The Approved Provider/Nominated Supervisor will make the appropriate arrangements to have repairs carried out as soon as possible.

The following is a guideline:

### CHECKLIST: OUTDOORS

- Bikes and wheeled toys** –correctly fitted helmets are worn every time children use 'bikes' and wheeled toys.



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- Building maintenance** – regularly maintain and check for hazards, check building is in a safe, clean and hygienic condition. Records of any damage and subsequent repairs are kept.
- Doors** – have finger jam protectors.
- Dust mites, pet allergens** – regular dusting and vacuuming.
- Educator’s personal items** – Educator’s personal items such as bags, sharp instruments, toiletries and medicines are kept secure and are inaccessible to children.
- Ensure children are visible and supervised at all times.** High-risk areas and climbing and other outdoor play equipment are supervised at all times. Hazardous equipment, machinery, chemicals, and any other materials is inaccessible to children.
- Fences** – securely and effectively provide a suitable barrier to all sides of outdoor play areas from roads, water hazards, and driveways. Fences have correct height for the purpose. Childproof self-locking devices are installed on gates.
- Finger entrapment** – all holes or openings in playground equipment are between 8-25 mm to avoid finger entrapment.
- First aid kit** is approved, maintained, and accessible throughout outdoor play.
- Garbage** – safe and prompt disposal. Lidded secure bins are used that prevent child access and are maintained in a clean and safe condition. Our Service participates in a recycling program.
- Garden** and renovation debris removed. Branches and bushes are regularly trimmed.
- Garages and sheds** – keep locked.
- Heating, cooling, ventilation, lighting** – is comfortable, safe, maintained, guarded and kept out of reach of children.
- Machinery, tools and equipment** –all engine operated or other hazardous equipment, tools or machinery are stored securely and are inaccessible to children.
- Non-slip floors, stairs, and steps** are used and nonporous indoor floors for easy cleaning.
- Renovation** - dangers e.g. lead, asbestos, holes and excavations –risks are minimised according to the situation.
- Pesticide residue** - dangerous chemicals are not be used to remove vermin.
- Pet and animal droppings** are cleared or inaccessible to children in outdoor areas, dogs are excluded from children’s play areas, pet interactions with children are supervised.



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- Play equipment** that is higher than 50cm has soft fall installed underneath at least 25cm in depth and extends 1.9m from the perimeter of the equipment. Outdoor play equipment is placed away from paths and solid garden edging.
- Safe play rules and adequate safe play areas** – we talk with children about how to play safely. We maintain safe layouts for outdoor play areas to avoid collisions between children.
- Safety glass** is installed according to the Australian Standards on all glass doors and windows accessible to children, and safety decals on both sliding doors and plate glass doors at child and adult eye level.
- Sandpits** – are regularly cleaned, raked, and sand soiled by faeces or blood is removed. Sandpits are hosed and disinfected after removing contaminated sand and material.
- Security** - unauthorised access is minimised with appropriate fencing and locks.
- Service car park** – we ensure family members are aware of pedestrian safety rules such as holding their child’s hand and alighting children from the safety door. Families must always supervise their children in the car park to prevent accidents and injuries, which could occur as a result of reversing vehicles.
- Soft fall** - appropriate ground cover under outdoor climbing and play equipment, meets standards
- Spills** – are cleaned up as they occur
- Sun protection** - clothing, hats, and sunscreen, for un-shaded areas – we minimise play at peak sun exposure times. A sunshade or natural shade covers sandpits and play areas.
- Surfacing used underneath and around equipment** complies with Australian and New Zealand Standards AS/NZS 4422, 1996, and is maintained regularly; materials may need to be raked, redistributed and checked weekly for spiders, sharp objects or animal litter
- Under Service access** (including buildings on stilts and footings) – access is blocked or locked.
- Window fly screens** are securely fitted, maintained, and permanent.
- Water hazards** – are covered and made inaccessible to children, e.g. ponds, dams, spas, creeks, nappy buckets.
- Water troughs** are used under adult supervision only and will not be used without a stand, keeping it off the ground. Children remain standing on the ground whilst using the water trough.



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### CHECKLIST: INDOORS

- Access for children and adults with disability** - safe access is provided into, within and out of the Service. Toilet and washing facilities, are checked for hazards for wheelchairs and people with impaired sight, hearing or mobility.
- Barriers** - age appropriate, child proof, self-locking barriers are in place for balconies, stairways, kitchen, bathroom, laundry, garage, other levels in the Service, front and back garden.
- Children at risk** – we maintain extra security and supervision for children at special risk.
- Choking hazards** – the environment is monitored for small toy parts, beads, nuts, blind and curtain cords, plastic bags, sandwich bags and balloons.
- Educator's personal items** –educator's personal items such as bags, sharp instruments, toiletries and medicines are kept secure and are inaccessible to children.
- Emergency evacuations** –an evacuation plan and emergency contact numbers are displayed, families are informed, and evacuation procedures are regularly practiced.
- Fire** – fire blanket, extinguisher, fire exits, smoke detectors, electrical safety switch are checked regularly and serviced as required.
- First aid kit** with approved contents is maintained and accessible. First Aid certificates are current for relevant educators.
- Furniture and nursery equipment** - stable, maintained and meets safety standards.
- Hazardous indoor plants** are identified or removed.
- Hot water** - the hot water supply is regulated so as to keep it below the temperature at which a child can be scalded (the current KidSafe NSW Inc. recommendation is below 43.5°C).
- Machinery, tools and equipment** – all office and classroom machinery, tools, and equipment is stored securely and inaccessible to children.
- Nappy changing**- nappy changing arrangements are adequate and appropriate hygiene facilities are provided for nappy changing
- Noise** – reduce excessive exposure.
- Non-slip, non-porous** floors and stairs are in the building.
- Pets and animals** –families are informed of pets being kept on the premises and plans to obtain new pets. Pets are vaccinated, wormed, don't have fleas, are clean, and healthy. Pet accessories such as



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pet food, litter boxes, and pet toys are kept away from children. Dogs are excluded from children's play areas. Children-pet interactions are minimal and supervised at all times.

- Record details** - Parents are notified of any child accident.
- Safe play rules and adequate play spaces:** we discourage running indoors and provide safe furniture layout to avoid collisions.
- Safety glass used and installed** according to Australian Standards, and Australian Building Codes on all glass doors and windows accessible to children, **safety decals** on sliding doors and plate glass doors at child and adult eye level.
- Security** all entry doors are locked at all times and doorbells are on doors.
- Smoke free environment** in all areas.
- Store in locked cabinet** any unsafe items, e.g. chemicals, medicines, razors, knives and electrical equipment.
- Supervision and visibility of children** –children are visible and supervised at all times. High-risk areas requiring extra supervision include children in play areas, on change tables, and in nappy change and toilet areas. At least two educators are on the premises at all times within sight of each other and the children. During nappy changes or washing children two educators are present or within sight.
- Toys** – meet safety standards, age appropriate, maintained, and non-toxic.

## CLEANING OF BUILDINGS, PREMISES, FURNITURE AND EQUIPMENT

### General Cleaning

- The Service will use structured cleaning schedules to ensure that all cleaning is carried out regularly and thoroughly.
- Cleaner will clean the service at the end of each day and throughout the day as needed.
- Accidents and spills will be cleaned up as quickly as possible to ensure that the service always maintains a high level of cleanliness and hygiene.

**When purchasing, storing and/or using any dangerous chemicals, substances, medicines or equipment, our service will:**



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- Adhere at all times to manufacturer's advice and instructions when using products to clean furniture and equipment at the service.
- Adhere to the Service's *Safe Storage of Hazardous Chemicals Policy*
- Store all dangerous chemicals, substances and medicines in their original containers provided by the manufacturer. All labels and/or use by dates should be kept intact at all times.
- Any substance found to be stored in a different container than originally provided, or with destroyed labels and/or unknown use by dates where applicable will not be used under any circumstances.
- Containers will be disposed of correctly following local council guidelines, and not reused under any circumstances.
- All dangerous chemicals, substances and equipment must be stored in a locked place or facility that is labelled, secure and inaccessible to children. These materials may include, but are not limited to, all cleaning materials, detergents, poisonous or dangerous substances, dangerous tools and equipment including those with sharp and razor edges and toiletries.
- Educators will follow the instructions of manufacturers, particularly of any product that may need to be stored in a refrigerated environment as per instructions.
- Any substances that need to be refrigerated must be stored in a labelled, child resistant container, preferably in a separate compartment or in a part of the refrigerator inaccessible to children.
- All hazardous chemicals must be supplied with a **Safety Data Sheet (SDS)** formerly called a Material Data Safety Sheet. Our Service will adhere to the manufacturer's instructions for use, storage, and first aid instructions recorded on the SDS.
- The Service will keep a register of all hazardous chemicals, substances and equipment used at the Service. 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.
- Appropriate personal protective clothing should be worn in accordance to the manufacturer's instructions when using and disposing of hazardous substances or equipment.



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- Seek medical advice immediately if poisoning or potentially hazardous ingestion, inhaled, skin or eye exposure has occurred, or call the Poisons Information Line on **13 11 26**, who may advise you to call an Ambulance on **000**.
- In the case of any child or educator becoming injured by a chemical, substance, or equipment, the Service will initiate our emergency, medical and first aid procedures, immediately notify the appropriate authority that administers workplace health and safety and any other person or authority as required by regulations or guidelines.
- In any major emergency involving a hazardous chemical or equipment, a hazardous gas or a fire or explosion hazard, call the emergency services, dial 000 and notify the appropriate authority that administers workplace health and safety and any other person or authority as required by regulations or guidelines.
- The Poison Safety Checklist will be used in order to ensure we are consistently meeting requirements.

### **Children's Bathroom**

- Supervision in the bathroom is vital when in use.
- Educators and other staff will encourage children to follow appropriate hygiene practices- hand washing.
- Bathrooms will be cleaned at least twice a day and at other times as required.
- Bathroom floors will be mopped at least daily.
- 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.

### **Inspection and Testing of Electrical Equipment**

- Our Service ensures that electrical equipment is regularly inspected and tested by an accredited person if the electrical equipment is supplied with electricity through an electrical socket and used in



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conditions where it could be damaged, including exposure to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust.

- A record of all electrical testing and tagging must be attached and kept until the equipment is next tested or disposed of and must specify:
  - a) The name of the tester.
  - b) The date and outcome of the testing.
  - c) The date on which the next testing must be carried out.

### Maintenance of Fire Equipment

- All fire equipment at our Service will be maintained as per the legal standards.
- External agencies will be employed to assist the service with this maintenance.
- Ensure batteries in smoke alarms are replaced annually.

### SUN PROTECTION

- educators and staff at the Service will adhere to our *Sun Safety Policy* and procedures at all times
- temperature of outdoor equipment and surfaces will be monitored during the day to ensure the area and equipment is safe for children to play (check playground surface temperature)

### SERVICE CLOSURE

- if the cleaner is not present to lock up, two educators will stay to close the service
- 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 AND physically checking all rooms and areas
- educators are to follow Service-closing procedures each night
- 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 Service



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- 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 Service
- individuals visiting our Service must also sign in when they arrive at the Service, and sign out when they leave
- details of absences during the day must also be recorded

### SOURCE

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 NSW Government *Kids and Traffic Early Childhood Road Safety Education Program*  
 Red nose Safe environment <https://rednose.org.au/section/safe-environment>  
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*Work Health and Safety Act 2011*

### REVIEW

POLICY REVIEWED	FEBRUARY 2021	NEXT REVIEW DATE	FEBRUARY 2022
MODIFICATIONS	<ul style="list-style-type: none"> <li>• Re-write of policy to make more relevant and succinct</li> <li>• Related policies added- Child Safe Environments, Storage of Hazardous Materials</li> <li>• Repetitive points removed as these are covered in other key policies</li> <li>• Information specific to Sun Safety removed- (covered in Sun Safety policy)</li> <li>• Indoor and outdoor checklists moved to end of policy as a resource</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE



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FEBRUARY 2020	<ul style="list-style-type: none"> <li>• Minor changes to grammar, content changed.</li> <li>• Sources checked for currency.</li> <li>• Addition of nappy change facilities and cot specifications.</li> </ul>	FEBRUARY 2021
FEBRUARY 2019	<ul style="list-style-type: none"> <li>• Changed all wording stating 'should' to 'will' or similar language to imply these items are being done.</li> <li>• Introductory statement and purpose modified.</li> <li>• Grammar, punctuation and spelling edited.</li> <li>• Additional information added to points.</li> <li>• Duplicated information deleted.</li> <li>• Sources checked for currency.</li> <li>• Sources/references corrected, updated, and alphabetised.</li> </ul>	FEBRUARY 2020