

(Revised September 2025)

Policy Statement:

The Mueller College Outside School Hours Care Service (OSHC) will ensure that facilities used provide for the program and range of activities provided in keeping with the Policies and Procedures of the Service, in a safe and stimulating environment which is accessible to all children and young people and allows for their physical and psychological comfort.

Background statement

The Education and Care Services National Regulations require Service providers to have policies and procedures that ensure facilities and equipment are safe, well-maintained, and suitable for the education and care of children and young people. Mueller College Outside School Hours Care Service recognises that the physical environment plays a vital role in supporting the well-being, development, and engagement of children and young people. The Service is committed to maintaining facilities that meet or exceed regulatory standards and to providing equipment that is appropriate for the age, interests, and cultural needs of all children and young people. Regular maintenance, risk assessments, and adherence to Australian Standards are essential to ensuring the safety and quality of the environment. Through careful planning and supervision, the Service aims to create spaces that promote exploration, creativity, and a sense of belonging for all children and young people in care.

Important terms

Children and young people	Refers to the children and young people present in the care environment.
Educator	Refers to the staff employed by the Service to provide care for children and young people attending.
Parent/guardian	Refers to the primary carer/s of the child or young person attending the Service.
Family	Refers to the group of people, including the primary carer, who engage daily with the child or young person in the home environment.
Nominated Supervisor	The person designated by the Approved Provider to have day-to-day responsibility for the operation of the Service, including ensuring environmental practices are embedded and maintained.
Approved Provider	The organisation or entity that holds the Service approval under the Education and Care Services National Law and Regulations and ensures compliance with environmental and sustainability policies.
Management committee	The governing body is responsible for overseeing the operation of the Service, including approving facility upgrades, maintenance, and purchasing decisions.
Facilities	The physical spaces of the Service, including indoor and outdoor areas, toilets, offices, storage, and play areas that support the care and education of children and young people.
Equipment	All materials, furniture, and resources used by children and young people and educators during Service operations, including playground equipment, furniture, art materials, and communication tools.
Australian standards	The national guidelines that define safety, quality, and performance requirements for equipment and facilities to ensure safe and consistent practices.
Hazardous materials	Substances or items that may pose a risk to health or safety must be securely stored and made inaccessible to children and young people.

Legislation:

National Quality Standard (NQS)

Quality Area 3: Physical Environment

7: Governance and Leadership

3.1	Design	The design of the facilities is appropriate for the operation of a service.
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.
3.2	Use	The service environment is inclusive, promotes competence and supports exploration and play-based learning.

3.2.1	Inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
3.2.2	Resources support play-based learning	learning Resources, materials and equipment allow for multiple uses, are sufficient in number, and enable every child to engage in play-based learning.
3.2.3	Environmentally responsible	The service cares for the environment and supports children to become environmentally responsible.
7.1	Governance	Governance supports the operation of a quality service.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

Education and Care Services National Regulations

98	<p>Telephone or other communication equipment</p> <p>The approved provider of an education and care service must ensure that, when educating or caring for children as part of the service, nominated supervisors and staff members of the service have ready access to an operating telephone or other similar means of communication to enable immediate communication to and from parents and emergency services.</p> <p>Penalty: \$1100.</p> <p>Example—</p> <p>Fixed-line telephone, mobile phone, satellite phone, 2-way radio, video conferencing equipment.</p> <p>Note—</p> <p>A compliance direction may be issued for failure to comply with this regulation.</p>
103 (1)	<p>The approved provider of an education and care service must ensure that the education and care service premises and all equipment and furniture used in providing the education and care service are safe, clean and in good repair.</p> <p>Penalty: \$2200.</p>
105	<p>The approved provider of an education and care service must ensure that each child being educated and cared for by the education and care service has access to sufficient furniture, materials and developmentally appropriate equipment suitable for the education and care of that child.</p> <p>Note.</p> <p>A compliance direction may be issued for failure to comply with this regulation.</p>
106	<p>Laundry and hygiene facilities</p> <p>(1) The approved provider of an education and care service must ensure that the service has—</p> <ul style="list-style-type: none"> (a) laundry facilities or access to laundry facilities; or (b) other arrangements for dealing with soiled clothing, nappies and linen, including hygienic facilities for storage prior to their disposal or laundering— <p>that are adequate and appropriate for the needs of the service.</p> <p>(2) The approved provider of the service must ensure that laundry and hygienic facilities are located and maintained in a way that does not pose a risk to children.</p>
107	<p>Space requirements—indoor space</p> <p>(1) This regulation does not apply in respect of a family day care residence.</p> <p>(2) The approved provider of an education and care service must ensure that, for each child being educated and cared for by the service, the education and care service premises has at least 3.25 square metres of unencumbered indoor space.</p> <p>Penalty: \$2200.</p> <p>(3) In calculating the area of unencumbered indoor space—</p> <ul style="list-style-type: none"> (a) The following areas are to be excluded— (i) any passageway or thoroughfare (including door swings); (ii) any toilet and hygiene facilities; (iii) any nappy changing area or area for preparing bottles; (iv) any area permanently set aside for the use or storage of cots; (v) any area permanently set aside for storage; (vi) any area or room for staff or administration; (vii) any other space that is not suitable for children; <p>(b) The area of a kitchen is to be excluded, unless the kitchen is primarily to be used by children as part of an educational program provided by the service.</p> <p>(4) The area of a verandah may be included in calculating the area of indoor space only with the written approval of the Regulatory Authority.</p> <p>(5) A verandah that is included in calculating the area of outdoor space cannot be included in calculating the area of indoor space.</p> <p>(6) In this regulation, a reference to a child does not include—</p> <ul style="list-style-type: none"> (a) a child being educated or cared for in an emergency in the circumstances set out in regulation 123(5); or (b) an additional child being educated or cared for in exceptional circumstances as set out in regulation 124(5) and (6). <p>Note—</p> <p>A compliance direction may be issued for failure to comply with subregulation (2).</p>
108	<p>Space requirements—outdoor space</p> <p>(1) This regulation does not apply in respect of a family day care residence.</p> <p>(2) The approved provider of an education and care service must ensure that, for each child being educated and cared for by the service, the education and care service premises has at least 7 square metres of unencumbered outdoor space.</p> <p>Penalty: \$2200.</p> <p>(3) In calculating the area of unencumbered outdoor space required, the following areas are to be excluded—</p> <ul style="list-style-type: none"> (a) any pathway or thoroughfare, except where used by children as part of the education and care program; (b) any car parking area; (c) any storage shed or other storage area;

	<p>(d) any other space that is not suitable for children.</p> <p>(4) A verandah that is included in calculating the area of indoor space cannot be included in calculating the area of outdoor space.</p> <p>(5) An area of unencumbered indoor space may be included in calculating the outdoor space of a service that provides education and care to children over preschool age if—</p> <p>(a) The Regulatory Authority has given written approval; and</p> <p>(b) That indoor space has not been included in calculating the indoor space under regulation 107.</p> <p>(6) In this regulation, a reference to a child does not include—</p> <p>(a) a child being educated or cared for in an emergency in the circumstances set out in regulation 123(5); or</p> <p>(b) an additional child being educated or cared for in exceptional circumstances as set out in regulation 124(5) and (6).</p> <p>Note—</p> <p>A compliance direction may be issued for failure to comply with subregulation (2).</p>	
109	<p>Toilet and hygiene facilities</p> <p>The approved provider of an education and care service must ensure that—</p> <p>(a) adequate, developmentally and age-appropriate toilet, washing and drying facilities are provided for use by children being educated and cared for by the service; and</p> <p>(b) the location and design of the toilet, washing and drying facilities enable safe use and convenient access by the children.</p>	
110	<p>Ventilation and natural light</p> <p>The approved provider of an education and care service must ensure that the indoor spaces used by children at the education and care service premises—</p> <p>(a) are well ventilated; and</p> <p>(b) have adequate natural light; and</p> <p>(c) are maintained at a temperature that ensures the safety and well-being of children.</p> <p>Penalty: \$2200.</p> <p>Note—</p> <p>A compliance direction may be issued for failure to comply with this regulation.</p>	
111	<p>Administrative space</p> <p>The approved provider of a centre-based service must ensure that an adequate area or areas are available at the education and care service premises for the purposes of—</p> <p>(a) conducting the administrative functions of the service; and</p> <p>(b) consulting with parents of children; and</p> <p>(c) conducting private conversations.</p> <p>Note—</p> <p>A compliance direction may be issued for failure to comply with this regulation.</p>	
113	<p>Outdoor space—natural environment</p> <p>The approved provider of a centre-based service must ensure that the outdoor spaces provided at the education and care service premises allow children to explore and experience the natural environment.</p> <p>Example—</p> <p>The use of natural features such as trees, sand and natural vegetation.</p> <p>Note—</p> <p>A compliance direction may be issued for failure to comply with this regulation.</p>	
114	<p>Outdoor space—shade</p> <p>The approved provider of a centre-based service must ensure that outdoor spaces provided at the education and care service premises include adequate shaded areas to protect children from overexposure to ultraviolet radiation from the sun.</p> <p>Penalty: \$1100.</p> <p>Note—</p> <p>A compliance direction may be issued for failure to comply with this regulation.</p>	
115	<p>Premises designed to facilitate supervision</p> <p>The approved provider of a centre-based service must ensure that the education and care service premises (including toilets and nappy change facilities) are designed and maintained in a way that facilitates supervision of children at all times that they are being educated and cared for by the service, having regard to the need to maintain the rights and dignity of the children.</p> <p>Note—</p> <p>A compliance direction may be issued for failure to comply with this regulation.</p>	

Education and Care Services National Law

167	<p>(1) The approved provider of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.</p> <p>Penalty:</p> <p>\$11 400, in the case of an individual.</p> <p>\$57 400, in any other case.</p> <p>(2) A nominated supervisor of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.</p> <p>Penalty: \$11 400.</p>	
301 (3,f)	<p>(3) Without limiting subsection (1), the national regulations may provide for the following—</p> <p>(f) requirements and standards to be complied with for safety, security, cleanliness, comfort, hygiene and repair of premises, outdoor spaces, fencing, gates, resources and equipment used for providing education and care services;</p>	
301 (3,g)	<p>Requirements and standards about the premises to be used to provide an education and care service, including siting, design, layout, space, security and entitlement to occupy;</p>	

Principles:

To ensure that appropriate facilities are provided and maintained in accordance with the National Regulations, including the purchasing and maintenance of appropriate equipment.

Procedures:

Educators will:

- Playground checks will be conducted each day before children and young people from the Service use play equipment. This will be maintained in accordance with the playground check register. Weekly inspections from the College Workplace Health and Safety Officer will also be conducted.
- Effectively manage supervision and any potential risks to children and young people's health and wellbeing.
- be vigilant in supervising all playgrounds when in use.
- Check that the equipment and furniture in the service are well-maintained and that any materials that may be hazardous are removed or repaired.
- Ensure that hazardous items are inaccessible to children and young people.
- Ensure that all children and young people have opportunities to engage in experiences that enhance their sense of wellbeing. Allow children and young people to develop a sense of assessing risks for themselves as appropriate.
- Consider the planning of the physical environment and experiences, ensuring that the spaces are safe.
- Respond to children and young people promptly. Provide reassurance and ensure the student's emotional and physical well-being is paramount at all times.

The Approved Provider and Nominated Supervisor will:

- Share the 'Spaces, Facilities & Equipment Required Policy and Procedure' with all employees upon their induction and ensure that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators and staff, and available for inspection.
- All Service policy will be reviewed annually through consultation with all stakeholders or sooner should there be identified changes or updates to legislative requirement.
- Additional professional development will be provided as needed and during review processes.

Space

- ensure that the following are provided by the Service:
 - Indoor space of 3.25 m² of usable space per student.
 - Outdoor space, with adequate shade areas, of 7m² of usable space per student.
 - Toilets and hand washing facilities for children and young people (separate toilets for boys and girls and at least one toilet for every 15 children and young people present) and separate facilities for educators.

Facilities

- ensure that the following facilities are available at the Service:
 - A telephone that is accessible at all times
 - Storage space close to play areas, with at least lockable storage for valuable equipment

- Office/ reception space or designated area, where educators may talk to parents in confidence.
- A lockable cabinet or file for staff records and personal belongings.
- Areas to display children and young people's work, and a notice area for parents
- A space for children and young people to put their lunch/coats/bags, etc.
- Adequate lockable storage facilities for equipment, tools, a first aid kit, medication, and poisonous and dangerous substances.
- Confidential storage facilities for all Workplace Health and Safety, educator and other confidential records.

Equipment

- ensure, when purchasing equipment, it complies with relevant Australian Standards (available from Standards Australia).
- Ensure equipment will be appropriate to the interests and development, and cultural needs of the children and young people. Australian Indigenous and Torres Strait Islander cultures will be specifically integrated into all practices of the Service, including the selection of equipment.
- ensure that all equipment is regularly checked and maintained in accordance with the manufacturer's instructions and otherwise as reasonably necessary to ensure that it remains in safe and good working order.

See also:

- Mueller OSHC Shared Facilities Policy & Procedure
- Mueller OSHC Workplace Health & Safety Policy & Procedure
- Mueller OSHC Risk Management Policy & Procedure
- Mueller OSHC Supervision Policy & Procedure
- Mueller OSHC Purchasing and Fraud Prevention Policy & Procedure

REFERENCES:

- Education and Care Services National Law Act 2010, Current as at October 2024
- Education and Care Services National Regulations, Current as at September 2025
- Education and Care Services National Law Act (QLD) 2011, Current as at September 2025
- Guide to the National Quality Framework, Revised September 2025
- My Time, Our Place – Framework for School Age Care in Australia – Produced by the Australian Government Department of Education, Employment and Workplace Relations for the Council of Australian Governments. Ver 2.0, Revised 2022
- National Quality Standard, Revised 1 February 2018
- Guide to the National Quality Standard, Revised May 2022
- The Code of Ethics - Early Childhood Australia Inc. (2025 update)
- Planning for Safer Playground: An Industry Guide. Kidsafe Play-Creating Safer Play



SPACES, FACILITIES AND EQUIPMENT REQUIRED POLICY & PROCEDURE



REVIEW

POLICY REVIEWED BY:	Rachel Rose	OSHC Director	12/09/25
POLICY REVIEWED	SEPT 2025	NEXT REVIEW DATE	JAN 2026
VERSION NUMBER	V2.2		
MODIFICATIONS	<ul style="list-style-type: none">New legislation		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	PAST REVIEW DATE	
	<ul style="list-style-type: none">Updated referencesAddition of the review table	JAN 2025	