

POLICY AND PROCEDURE

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POLICY NAME	Physical Environment (Quality Area Three)
POLICY TYPE	Childrens Services
PURPOSE	<p>Northside Community Service is committed to providing safe and well resourced physical environments at its centres that actively promote children's wellbeing, learning and development outcomes. The design and location of Northside Early Childhood Education Centres premises will be appropriate for their purpose. Environments will promote children's competence, as well as independent and small group exploration, and enrich children's learning and development through play. Educators and Northside staff members will always take an active role in caring for the environment and will contribute to a sustainable future. Northside environments, both indoor and outdoor, will be well planned and evaluated, well-resourced and always set up in an inviting and appropriate way for children.</p>
SCOPE	<p>This policy applies to all Northside staff members. Specifically all Northside staff members who are employed in Northside's Early Childhood Education Centres. This includes all Educators, Room Leaders, Cooks, Assistants, Early Childhood Teachers and Centre Directors.</p>
DEFINITIONS	<p>Northside: Northside Community Service, including all Services operated by both Community Services and Children's Services business units.</p> <p>Staff member: Any person, paid or unpaid, engaging in work or representing the interests of Northside Community Service.</p> <p>Service: Any Early Childhood Education Centre or activity operated by Northside Community Service.</p> <p>Educators: early childhood practitioners who work directly with children in early childhood settings</p> <p>Resources: Materials, objects, artefacts, provocations or experiences that reflect the breadth of ages, interests, capabilities and lived experiences of children who are sharing the environment and be accessible to children so they can choose, make meaning of and be responsible for their actions.</p> <p>Sustainable practices: Educators and children working together on both long-term projects and daily routines such as recycling, use of recycled resources, energy efficiency and water conservation.</p>
POLICY	<p>This policy is to ensure that <i>at all times;</i></p>

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	<ul style="list-style-type: none">· The design and location of the premises is appropriate for the operation of a service;· Outdoor and indoor spaces, buildings, furniture, equipment, facilities and resources are suitable for their purpose;· Premises, furniture and equipment are safe, clean and well maintained;· Facilities are designed or adapted to ensure access and participation by every child in the service and to allow flexible use, and interaction between indoor and outdoor space;· Outdoor and indoor spaces are designed and organised to engage every child in quality experiences in both built and natural environments;· Resources, materials and equipment are sufficient in number, organised in ways that ensure appropriate and effective implementation of the program and allow for multiple uses;· Sustainable practices are embedded in service operations;· Children are supported to become environmentally responsible and show respect for the environment.
PROCEDURE	<ul style="list-style-type: none">· The Centre Director (Nominated Supervisor) is to ensure that all staff members at their respective Centres have read and signed this policy at the commencement of their employment.· The Centre Director is to ensure that each Centre staff member has read and understand their individual responsibilities outlined in Quality Area 3 (National Quality Standard).· The Centre Director is to ensure that each employee has read, understands and signed off on Northside's procedure for raising grievances and complaints, including the Whistleblowing policy.
RELATED DOCUMENTS & ATTACHMENTS	<p>Northside Community Service policies: Child Protection Policy Whistleblowing Policy Grievance Policy Code of Conduct Bullying and Harassment Policy</p> <p>The United National Convention on the Rights of the Child ACT Children and Young People Act The National Quality Framework, Including National Care and Education Law and The Early Years Learning Framework ECA Code of Ethics and Statement of Intent</p>

