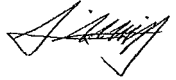
 <p>YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES</p>	Management Area: CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: INDOOR ENVIRONMENT		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management, families & children

2. Policy Statement

The YMCA aim to provide a comfortable and safe indoor environment that allows flexibility and access to a variety of quiet, active, group and individual activities. We will ensure that only the number of children that can comfortable fit into the building space will be enrolled.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Duty of Care Policy
- 3.2. Emergency Procedure Policy
- 3.3. First Aid Policy
- 3.4. Hygiene Policy
- 3.5. Occupation Health and Safety Policy
- 3.6. Pest Control Policy
- 3.7. Ratios Policy
- 3.8. Safe Environment Policy
- 3.9. Storage Policy
- 3.10. Ventilation and Lighting Policy

4. Responsibilities & Delegations


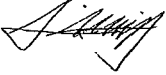
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. National Standards
- 5.2. Q&A Principles
- 5.3. Department of Health Regulations


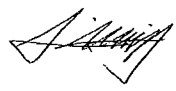
6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

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PROCEDURES

- The centre's indoor environment will be smoke free.
- 'No Smoking' notices will be prominently displayed.
- Where children are indoors for long periods together due to weather conditions, special activities will be planned and other areas sought to disperse the group such as school halls and verandahs.
- Designated areas in the indoor environment will be provided for:
 - Parents to sign their children in/out of the centre.
 - Staff to collect fees, answer phones, and maintain daily records.
 - Staff and parents to talk in confidence.
 - Children to store their bags and belongings.
 - Storage of equipment, food, dangerous materials, and family records.
 - Preparation of food and drinks.
 - Kitchen and other refuse.
 - Cleaning of equipment.
 - Male and female toilet, hand basins and hand drying facilities.
 - Creative and other activities.
 - Large and small group activities.
 - Display of children's activities and work.
 - Quiet space for children to retreat to, or do homework or lie down if unwell.
- The indoor area is to be set up to allow children to participate in a variety of activities with easy access to equipment.
- Easy access to areas should be maintained by making clear easily definable passageways and walkways though the building.
- Staff will ensure that children properly store their bags and those bags and other items are not thrown into walkways or play areas.
- All items obstructing areas are to be removed and placed in the correct storage areas.
- Areas must be set up to ensure that proper supervision can be maintained at all times.
- Access to the outdoor environment should be clear and easily accessible by the children and staff.
- Indoor area should be left clean and tidy at the end of the each session.

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7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

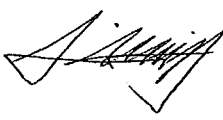
I endorse the Indoor Environment Policy.

Name: *Maryann Rupnik*
Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
Group Manager

Signature: 

Date: 7 December 2009