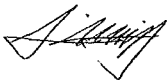
 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: OUTDOOR ENVIRONMENT		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management, families and children.

2. Policy Statement

The YMCA of Sydney aims to provide a safe and secure outdoor environment where children have access to a variety of activities, in which children are encouraged to participate.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Duty of Care Policy
- 3.2. First Aid Policy
- 3.3. Safe environment Policy
- 3.4. Sun Protection Policy

4. Responsibilities & Delegations


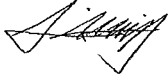
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. National Standards
- 5.2. Q&A Principles
- 5.3. Occupational Health & Safety Act.

6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

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


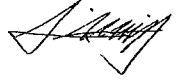
PROCEDURES

- Children and staff to wear hats, sunscreen, sunglasses and protective clothing as per the Sun Protection policy.
- The outdoor environment will be smoke free.
- No smoking notices will be prominently displayed.
- The outdoor area shall be easily accessible to the staff, children, and parents/guardians/carers.
- The outdoor space will be inspected on the programmed day as per the Outdoor Play Checklist and any obstacles or dangerous items disposed of in a safe and careful manner.
- The outdoor space will be set up in a variety of ways to encourage participation and group harmony.
- Areas will be made available where children can play in large or small groups or by themselves.
- Supervision should be properly maintained, ensuring all participants are in view of the staff. Children are only to play in the designated areas that are clearly defined and visible to the staff on duty, and where proper child/staff ratios are maintained.
- Clear boundaries shall be set and enforced.
- When it is necessary to go outside the boundaries or line of supervision, a staff member must accompany children.
- Adequate shade via trees and coverings will be maintained.
- As far as possible activities will be set up in shaded areas.

Use of other outdoor venues will be considered where the area is safe, adequate supervision can be maintained, the area is considered of value to the children's physical development and personal comfort, and where adequate staff/child ratios can be maintained both indoors and outdoor.

7. Version History

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

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

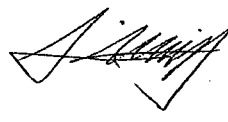
I endorse the Outdoor Environment Policy.

Name: *Maryann Rupnik*
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
 Group Manager

Signature: 

Date: 7 December 2009



We build strong **PEOPLE**
strong **FAMILIES** strong **COMMUNITIES**

GROUNDS CHECK

WEEK START DATE:

WEEK:

TERM:

AREA:

	M	T	W	T	F	NOTES
Are emergency exits clear & accessible						
Is the area clean from rubbish						
Is the area clean of hazardous objects						
Is the area clean from unknown adults						
Is the indoor equipment safe / unbroken						
Is the equipment being taken outside safe/unbroken						
Have you put up signage of your location						
Are appropriate communication methods in place						
Has the first aid kit been taken outside						
Are there any unknown adults in the area						
If you have answered no to any of these questions have you						
Contacted & informed the right people						
Filled in reporting documentation						
Kept the children away from the hazard						

SIGNED: _____