
 <p>YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES</p>	Management Area: CHILDREN'S SERVICES	Pages: [02] Version No: [03] Date: [01/01/2011]
	Sub section (if applicable):	Signed: 
Policy Title: VENTILATION AND LIGHTING		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management, families & children

2. Policy Statement

The YMCA aims to provide a quality environment by ensuring adequate provision and maintenance of ventilation and lighting in the centre.

3. Related Policies & Procedures/Guidance Notes

- 3.1. OH&S Policy
- 3.2. Safe Environment 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

6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

PROCEDURES

- Adequate ventilation will be provided at all times. Windows will be properly maintained to ensure easy opening.
- Where activities involve toxic materials such as paints and glues, staff is to ensure there is adequate ventilation before undertaking the activity.
- Windows are to be opened during the operation of the centre unless closed to protect from extreme weather conditions.

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- Natural light is considered to be most desirable. Provision of natural light areas will be enhanced as much as possible.
- In areas made available for children's homework or other fine detail, natural light will be made available where possible and good overhead lighting provided.
- Adequate light will be maintained both indoors and outdoors. A security light will be placed at the entrance to the centre that clearly provides unobstructed view of the door and surrounding areas.
- Outdoor lighting will be suitable so that parents, staff and children can enter and exit the building without any unsafe dark areas.

7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009
3	New structure	AM. Nolan	January 2011

I endorse the Ventilation and Lighting Policy.

Name: Anne-Mary Nolan
Children's Services Program Manager

Signature:



Date: 10 January 2011

Name: Liam Whitley
General Manager Children's Services

Signature:



Date: 10 January 2011