

# PROVISION OF RESOURCES, MATERIALS & EQUIPMENT

## Ruby & Ollie's – Out of School Hours Care

### AIM:

We will provide safe toys and equipment that are suitable to the age, interests, developmental and recreational needs of the children in care. We will ensure that the environment is safe for children at all times.

### METHOD:

- When purchasing resources, materials and equipment the Service Leader will undertake research to ensure that it is compliant with relevant Australian Standards (available from Standards Australia) and that it is suitable for an OSHC setting
- Resources, materials and equipment will be age appropriate and also take into consideration the interest and development and cultural needs of the children.
- The Service Leader will ensure that all equipment is regularly checked and maintained in accordance with manufacturer's instructions and otherwise as reasonably necessary to ensure that it remains in safe and good working order.
- Educators will make sure there is a sufficient number of resources, materials and equipment when setting up their indoor and outdoor areas.
- Educators will also ensure that resources, materials and equipment are set up appropriately and cared for to ensure longevity
- The service carries out daily safety checks and safety audits every 3 months on equipment and environment.

### Communicating Policy to Families, Children and Team Members

Information relating to the Provision of Resources, Materials & Equipment Policy is communicated in the following ways: Newsletters, Family and Educators handbooks, team meetings and memos, planned experiences for the children, notice boards and posters, pamphlets and information sheets in the foyer, role modelling and signs displayed around the classrooms and centre etc.

### POLICY DETAILS

Policy Reference No:	7.4.1.3.1
Authorised By:	Amy Moss – General Manager
Creation/Approval Date:	01.01.2017
Last Review Date:	24.01.2024
Next Review Date:	24.01.2025

# PROVISION OF RESOURCES, MATERIALS & EQUIPMENT

## Ruby & Ollie's – Out of School Hours Care

### Policy Review Statement

All policies will be reviewed annually in consultation with Families, Team Members and Management. Any changes in legislation, regulations, Quality Assurance and other standards will be considered in the reviewing process. Any changes in policies or procedures will be communicated to families and Team Members verbally and in writing. Failure to abide by policies will result in disciplinary action.

# RECYCLING & WASTAGE

## Ruby & Ollie's – Out of School Hours Care

### AIM:

To assist children, educators and families to become aware of the important of recycling and using recycled products.

To maintain “minimum waste” which is essential to the cost- effective and efficient running of the service.

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### METHOD:

#### Recycling

We are aware of the importance of educating children, families and educators on the importance of recycling and using recycled products

- Educators will lead by example with recycling and caring for our environment,
- The service has recycling bins in the room and educators will ensure that they teach the children what they are for and how to use them. Educators will also put visual clues on the bins
- Recycling of garbage to be sorted correctly and placed into corresponding bin.
- Information will be provided to families on ideas and tips about recycling and how to also use recycled materials at home.
- Recycling is embedded into the children’s program

#### Wastage

We are aware of the importance of educating all to the extravagant use of services, time, energy etc.

- Handle machines, equipment and stock with care
- Turn off any unnecessary lighting, heating and air conditioners
- Keep doors closed whenever possible
- Double sided printing, including re-using scrap paper, wherever possible
- Ask for other work if your job has come to a standstill and
- Start with the minimum of delay after arriving for work and after breaks
- Using the above examples show the Children that it is not all about the physical wastage that we can see. There are other types of wastage.

#### Communicating Policy to Families, Children and Team Members

Information relating to the Recycling & Waste Policy is communicated in the following ways: Newsletters, Family and Educators handbooks, team meetings and memos, planned experiences for the children, notice boards and posters, pamphlets and information sheets in the foyer, role modelling and signs displayed around the classrooms and centre etc.

#### Sourced:

Education and Care Services National Regulations, Part 4.3 Physical environment, Division 2, Regulation 113.

NCAC Environmental Experiences in Childcare.

Guide to National Quality Standards (ACEQA)

Climbing the little green steps: Wyong Shire Council

# RECYCLING & WASTAGE

Ruby & Ollie's – Out of School Hours Care

## POLICY DETAILS

Policy Reference No:	7.4.1.3.2
Authorised By:	Amy Moss – General Manager
Creation/Approval Date:	01.01.2017
Last Review Date:	10.12.24
Next Review Date:	10.12.25

### Policy Review Statement

All policies will be reviewed annually in consultation with Families, Team Members and Management. Any changes in legislation, regulations, Quality Assurance and other standards will be considered in the reviewing process. Any changes in policies or procedures will be communicated to families and Team Members verbally and in writing. Failure to abide by policies will result in disciplinary action.

# SAFETY CHECKLISTS FOR PLAYGROUNDS

Ruby & Ollie's – Out of School Hours Care

## AIM:

Staff will check the grounds before they are used and inspect all playground equipment. All educators take an active role in playground safety

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## METHOD:

- There is a monthly safety checklist (to be completed at the beginning of each day / session) that the opening staff must sign before children are allowed into the play area
- Throughout the day all educators keep an eye out in the playgrounds and rooms for potential problems, which then gets reported to the director.
- The service itself goes through a full safety audit every quarter which is done by the Service Leader which highlights any hazards or maintenance which needs to be addressed.
- At the end of the session all portable outdoor equipment is stored away.
- Educators separate any equipment that is damaged or not safe to use. A report is then given to the director.
- All Educators are shown around the playground and explained how to do safety checks during their induction process.
- Educators are given the opportunity at each staff meeting to express any concerns or questions regarding the outdoor equipment and playground area.
- Equipment is stored away from the fences to avoid climbing hazards
- All chemicals are stored in locked cupboards, and only non-toxic chemicals are used in the service

## Communicating Policy to Families, Children and Team Members

Information relating to the Safety Checklist for Playgrounds Policy is communicated in the following ways: Newsletters, Family and Educators handbooks, team meetings and memos, planned experiences for the children, notice boards and posters, pamphlets and information sheets in the foyer, role modelling and signs displayed around the classrooms and centre etc.

## Related forms:

7.4.1.3.3.A – Monthly Safety Checklist

7.4.1.3.3.B – Monthly Safety Checklist (Coomera)

7.4.1.3.3.C – Monthly Safety Checklist (Mackenzie)

## Sourced:

Kids Safe Queensland

# SAFETY CHECKLISTS FOR PLAYGROUNDS

Ruby & Ollie's – Out of School Hours Care

## POLICY DETAILS

Policy Reference No:	7.4.1.3.3
Authorised By:	Amy Moss – General Manager
Creation/Approval Date:	01.01.2017
Last Review Date:	10.12.24
Next Review Date:	10.12.25

### Policy Review Statement

All policies will be reviewed annually in consultation with Families, Team Members and Management. Any changes in legislation, regulations, Quality Assurance and other standards will be considered in the reviewing process. Any changes in policies or procedures will be communicated to families and Team Members verbally and in writing. Failure to abide by policies will result in disciplinary action.

# SUSTAINABILITY AND ENVIRONMENT

## Ruby & Ollie's – Out of School Hours Care

### AIM:

To assist children, educators and parents to become aware of their environmental footprint, and how they can reduce it in a child care environment and at home. We aim to reduce waste, conserve energy and utilize environmentally friendly practices as much as possible.

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### METHOD:

We are aware of the importance of educating children, families and educators about how we can make a difference in our environment, on a long-term basis. Educators will teach children the basic principles of sustainability through developing daily practices which reflect a sustainable environment.

- Educators will lead by example with recycling and caring for our Service environment, with recycling bins in the room, which will have visual cues for children.
- When purchasing items for the service educators should consider the environmental performance of each item and where affordable and reasonable choose the item with the higher environmental performance.
- When using reverse cycle air conditioning for hot and cold weather. All doors and windows must be closed when air conditioning is in use.
- Lights are to be turned off when room is not in use, e.g. storeroom, laundry etc.
- Dishwasher and washing machine to have full load before operation. Where applicable
- Email correspondence to Educators and families rather than copying and printing on paper.
- Notes, newsletters are to be photocopied double sided and paper to be used as scrap.
- Recycling bins are to used within school grounds
- Cardboard boxes to be squashed down and placed in recycling bin.
- Recycling of garbage to be sorted correctly and placed into Council supplied green and yellow recycling bins.
- Conservation and recycling will be incorporated into the program at the Service for children
- Food waste will be disposed of in an environmentally conscious manner. E.g. compost bins, chicken scraps, garden mulch.

The Service is committed to raising environmental awareness and education in relation to the following areas:

- Water saving
- Recycling of food scraps, plastics, glass, paper etc
- Reduction of waste
- Composting

Educators will teach children on a daily basis about what items are suitable for recycling and what items need to go into the Service general waste bin.

### Communicating Policy to Families, Children and Team Members

Information relating to the Safety Checklist for Playgrounds Sustainability and Environment Policy is communicated in the following ways: Newsletters, Family and Educators handbooks, team meetings and memos, planned experiences for the children, notice boards and posters, pamphlets and information sheets in the foyer, role modelling and signs displayed around the classrooms and centre etc.

# SUSTAINABILITY AND ENVIRONMENT

## Ruby & Ollie's – Out of School Hours Care

### POLICY DETAILS

Policy Reference No:	7.4.1.3.4
Authorised By:	Amy Moss – General Manager
Creation/Approval Date:	01.01.2017
Last Review Date:	10.12.24
Next Review Date:	10.12.25

### Policy Review Statement

All policies will be reviewed annually in consultation with Families, Team Members and Management. Any changes in legislation, regulations, Quality Assurance and other standards will be considered in the reviewing process. Any changes in policies or procedures will be communicated to families and Team Members verbally and in writing. Failure to abide by policies will result in disciplinary action.

**Sourced:** - NCAC Environmental Experiences in Childcare.

# DAMAGE TO PROPERTY

## Ruby & Ollie's – Out of School Hours Care

### AIM

The purpose of this policy is to ensure maximum safekeeping of Company and Department of Education property.

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### SCOPE

This policy applies to:

- Any child enrolled within the service.
- Any parent, guardian, visitor to the service.
- Any staff employed by the company.
- Any volunteer, student, or contractor to the company.

Company property & equipment includes, but not limited to:

- All buildings, furnishings, fittings and equipment;
- Toilets and amenities;
- Computers and other devices;
- All vehicles;
- Uniforms.

### PARENT / GUARDIAN RESPONSIBILITY

Should property be damaged and a cost incurred, Ruby & Ollie's may refer the matter to the police and / or seek reasonable recovery costs at their discretion.

**Related forms:** 7.4.1.3.5.D.A – Property Sign Out

### UNDERSTANDING

At Ruby & Ollie's we understand that accidents and once off incidents do occur, especially within our field of work. We aim to remain supportive of such circumstances, and as such Ruby & Ollie's will investigate each incident individually and decide upon appropriate action required by parents / guardians based on the incident.

### Communicating Policy to Families, Children and Team Members

Information relating to the Damage to Property Policy is communicated in the following ways: Newsletters, Family and Educators handbooks, team meetings and memos, planned experiences for the children, notice boards and posters, pamphlets and information sheets in the foyer, role modelling and signs displayed around the classrooms and centre etc.

# DAMAGE TO PROPERTY

Ruby & Ollie's – Out of School Hours Care

## POLICY DETAILS

Policy Reference No:	7.4.1.3.5
Authorised By:	Amy Moss – General Manager
Creation/Approval Date:	20.07.2023
Last Review Date:	11.10.2023
Next Review Date:	11.10.2024

### Policy Review Statement

All policies will be reviewed annually in consultation with Families, Team Members and Management. Any changes in legislation, regulations, Quality Assurance and other standards will be considered in the reviewing process. Any changes in policies or procedures will be communicated to families and Team Members verbally and in writing. Failure to abide by policies will result in disciplinary action.