



School No: 2068 Established 1878

## 6.4 Space and Facilities Requirements



### Help for non-English speakers

If you need help to understand the information in this policy please contact 03 5996 1744.

Cranbourne Primary School OSHC will ensure that facilities used for the program and range of activities are provided in keeping with the Policies and Procedures and Cranbourne Primary OSHC, in a safe and stimulating environment which is accessible to all children and allows for their physical and psychological comfort.

### Procedures

Cranbourne Primary School will ensure that the following are provided to OSHC:

- Indoor space of 3.25 m<sup>2</sup> of useable space per child;
- Outdoor space, with adequate shade areas, of 7 m<sup>2</sup> of useable space per child;
- Toilets and hand washing facilities for children (separate toilets for boys and girls and at least one toilet for every 15 children present) and for staff.

Cranbourne Primary School will ensure that the following facilities are available at OSHC:

- A telephone located inside the premises or one that is accessible at all times;
- Storage space close to play area, with at least one lockable cupboard for valuable equipment;
- Office space or designated area, where staff may talk to parents in confidence;
- A lockable drawer or small cupboard for records and personal belongings;
- Areas to display children's work and a notice area for parents;
- A space for children to put their belongings;
- Adequate lockable storage facilities for equipment, tools, first aid kit, medication and poisonous and dangerous substances;
- Confidential storage facilities for all Workplace Health and Safety, staff and other confidential records.

### Relevant Law and Regulations

National Regulations 104, 107 - 114 Quality Area 3, Element 3.1.1

### Relevant Policies

Children's Property and Belongings Physical Activity  
Program Development and Conduct

## Review Information

Policy last reviewed	Sep 2022
Approved by	School Council
Next scheduled review date	Sep 2025