

B-1 Facility Management

NQS

QA. 2.1.1	Wellbeing and comfort.
QA. 2.2	Safety.
QA.3.1.1	Fit for purpose.
QA. 3.1.2	Upkeep.
QA. 3.2.1	Inclusive environment.
QA. 3.2.2	Resources support play-based learning.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.

National Regulations

Reg. 103	Premises, furniture and equipment to be safe, clean and in good repair
Reg. 168	Education and care service must have policies and procedures
Reg. 180	Evidence of prescribed insurance

My Time, Our Place

LO. 1	Children and young people feel safe, secure, and supported
-------	--

Policy Statement

We will ensure the proper security of the building and educators by implementing appropriate measures regarding entry and access to the OSHC premises.

Related Policies

- Concord OSHC Policy A-15: Role of Management Committee
- Concord OSHC Policy A-20: Insurance
- Concord OSHC Policy B-2: Building Equipment Repairs and Maintenance
- Concord OSHC Policy B-5: Pest Control
- Concord OSHC Policy D-26: Security
- Concord OSHC Policy D-28: Workplace, Health and Safety

Procedure

The building and facilities which Concord OSHC runs out of are the responsibility and ownership of Concord Public School.

The Centre Director, in consultation with the Management Committee and School Principal, will ensure the appropriate measures are carried out to maintain the effective management of the building and facilities, including timely repair of concerning issues.

The school cleaner and Centre staff will ensure any waste left in the Centre at the end of every shift is disposed of daily.

The school toilets will be cleaned by the school cleaner during Term Time. Concord OSHC educators will carry out regular checks to ensure there is adequate supply of soap, paper towels and toilet paper and will notify the School should this not be adequately stocked by the school cleaner. During Vacation Care, educators will be responsible for ensuring the cleanliness of the school toilets and the supply of toilet paper, hand towel and soap.

The school, along with the Centre Director, will routinely monitor and ensure necessary measures are taken to maintain a pest and vermin free environment (see B-5 Pest Control Policy).

The building and facilities will be in compliance with National, State and Local building and fire codes.

The Management Committee will ensure the contents of the facility are insured to adequately protect the service in the event of theft, loss or damage.

Educators will ensure they securely lock the premises at the end of each session/shift (See D-26: Security policy).

All trees, plants and grassed areas surrounding the building will be monitored and maintained by persons employed by the Department of Education and Training.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Work Health and Safety Act 2011
- Fire & Rescue NSW: <http://www.fire.nsw.gov.au/>
- [My time our place – V2.0](#)

Endorsed: 29/09/2026

Reviewed: 29/09/2028