

Quality Area Three:

Physical Environments Policy



Policy statement

The objective of this policy is to outline Affinity Education Group's provision of functional, inclusive, challenging, aesthetically pleasing and above all physically and emotionally safe environments, both indoors and out, for children and families, educators and other service users.

Buildings, equipment, furniture, facilities, gardens and resources will be monitored and maintained to ensure safety, hygiene and suitability for program goals and individual needs as well as for professional and appealing presentation. A clear and systematic approach to the provision and maintenance of environments will be established.

Physical and social learning environments including resources and equipment, will be selected and set up in ways that provide for choice, interest, challenge, creativity, flexibility and inclusion for all. Individual, small and large group provisions will allow children to engage in the environment in way that suits them and allow for seamless transitioning from the indoor to outdoor environments and vice versa.

Educators, children and other service users will take an active role in caring for the environment and establishing procedures to embed sustainable and environmentally responsible practices throughout the program.

At Affinity, we believe that child safety is everyone's responsibility. We are committed to upholding the safety, rights and wellbeing of all children and promote a culture of child safety with a zero tolerance approach to child abuse and harm. Affinity ensures the Paramountcy Principle is applied in all aspects of our work. All decisions and actions related to the operation and delivery of education and care services must prioritise children's safety, rights and best interests above all other considerations.

Associated procedures to assist in implementation:

3-P1 Safe Environment Procedure

3-P2 Facilities and Maintenance Procedure

3-P3 Sustainability Procedure

3-P4 Risk Assessment Procedure

Information relating to this policy, associated procedures, related forms and supporting documents is communicated throughout the service using a variety of methods including, but not limited to:

Policy folder, Promapp, newsletters, emails, family handbooks, noticeboards, signs and displays, memos, educator meetings, in-service and professional development opportunities and phone and face to face conversations.

Links to Education and Care Services National Law Act 2010 (section) and Education and Care Services National Regulations 2011 and WA 2012 (regulation) including Amendment Regulations

Regulation 84A,B,C and D	Sleep and rest; Sleep and rest policies and procedures; Risk assessment for purposes of sleep and rest policies and procedures; Prohibition of bassinets
Regulation 103	Premises, furniture and equipment to be safe, clean and in good repair
Regulation 104	Fencing and security
Regulation 105	Furniture, materials and equipment
Regulation 106	Laundry and hygiene facilities
Regulation 107	Space requirements—indoor space
Regulation 108	Space requirements—outdoor space
Regulation 109	Toilet and hygiene facilities
Regulation 110	Ventilation and natural light
Regulation 111	Administrative space
Regulation 112	Nappy change facilities
Regulation 113	Outdoor space—natural environment
Regulation 114	Outdoor space—shade
Regulation 115	Premises designed to facilitate supervision
Regulation 117	Glass (additional requirement for family day care)

Responsible	Nominated Supervisor, Centre Team, Facilities and Property Manager		
Accountable 1	Chief Operating Officer	Accountable 2	Nominated Supervisor
Consulted	Policy Committee, Quality, Compliance, Operations	Date approved	May 2026
Informed	All staff, students, volunteers, families	Date to be reviewed	May 2027
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Affinity
Education

Regulation 25	Additional information about proposed education and care service premises		
Regulation 41-45	Service waiver and temporary waiver		
Jurisdiction specific provisions			
Regulation 259A	ACT - Unencumbered outdoor space—exposure to natural environment		
Regulation 274	NSW - Swimming pools		
Regulation 345	TAS - Swimming pool prohibition		
Additional state/territory and local government requirements			
In addition to complying with the National Quality Framework, services must also comply with other relevant national, state/territory and local government requirements. These include: - the Building Code of Australia - food safety standards (for kitchens and food preparation areas) - relevant Australian Standards (for example, pool safety, playground equipment and soft fall).			
Version Control	Date	Author	Description of Change
V4.16	April 2016	AEG	New policy
V1.17	January 2017	AEG	Revision
V2.18	February 2018	AEG	Scheduled Review
V2.19	February 2019	AEG	Scheduled Review
V2.20	February 2020	AEG	Scheduled Review
V2.21	February 2021	AEG	Scheduled review
V2.22	February 2022	AEG	Scheduled review
V2.23	February 2023	AEG	Revision – 3-P3 Name amended - Sustainability Procedure
V12.23	December 2023	AEG	Added RACI table and definition
V2.24	February 2024	AEG	Scheduled review
V2.25	February 2025	AEG	Scheduled review
V2.3	May 2026	AEG	Scheduled review – updated Section and Regulations

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