As part of the transition to the National Quality Framework OSHC services operational prior to 1 January 2012 are deemed to hold a service approval under the Education and Care Services National Law Act 2010 for the period 1 January 2012 to 30 June 2012 during which time an application for service approval must be lodged.

As part of the assessment of the application for service approval a site inspection will be conducted by Regulatory Authority officers in order to ascertain compliance with the Education and Care Services National Regulations in relation to Physical Environment Part 4.3 Division 1 – Centre-based services and family day care services and Division 2 – Additional requirements for centre-based services.

The regulatory requirements that will be checked by the officer are;

**Regulation 103** | **Premises, furniture and equipment to be safe, clean and in good repair**
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(1) The approved provider of an education and care service must ensure that the education and care service premises and all equipment and furniture used in providing the education and care service are safe, clean and in good repair.

**Regulation 105** | **Furniture, materials and equipment**
The approved provider of an education and care service must ensure that each child being educated and cared for by the education and care service has access to sufficient furniture, materials and developmentally appropriate equipment suitable for the education and care of that child.

**Regulation 106** | **Laundry and hygiene facilities**
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(1) The approved provider of an education and care service must ensure that the service has—
(a) laundry facilities or access to laundry facilities; or
(b) other arrangements for dealing with soiled clothing, nappies and linen, including hygienic facilities for storage prior to their disposal or laundering—that are adequate and appropriate for the needs of the service.
(2) The approved provider of the service must ensure that laundry and hygienic facilities are located and maintained in a way that does not pose a risk to children.

**Regulation 108** | **Space requirements – outdoor space**
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(2) The approved provider of an education and care service must ensure that, for each child being educated and cared for by the service, the education and care service premises has at least 7 square metres of unencumbered outdoor space.
(3) In calculating the area of unencumbered outdoor space required, the following areas are to be excluded—
(a) any pathway or thoroughfare, except where used by children as part of the education and care program;
(b) any car parking area;
(c) any storage shed or other storage area;
(d) any other space that is not suitable for children.
(4) A verandah that is included in calculating the area of indoor space cannot be included in calculating the area of outdoor space.
(5) An area of unencumbered indoor space may be included in calculating the outdoor space of a service that provides education and care to children over preschool age if—
(a) the Regulatory Authority has given written approval; and
(b) that indoor space has not been included in calculating the indoor space under regulation 107.

**Regulation 109** | **Toilet and hygiene facilities**
The approved provider of an education and care service must ensure that—
(a) adequate, developmentally and age appropriate toilet, washing and drying facilities are provided for use by children being educated and cared for by the service; and
(b) the location and design of the toilet, washing and drying facilities enable safe use and convenient access by the children.
Regulation 110 | Ventilation and natural light

The approved provider of an education and care service must ensure that the indoor spaces used by children at the education and care service premises—
(a) are well ventilated; and
(b) have adequate natural light; and
(c) are maintained at a temperature that ensures the safety and wellbeing of children.

Regulation 111 | Administrative space

The approved provider of a centre-based service must ensure that an adequate area or areas are available at the education and care service premises for the purposes of—
(a) conducting the administrative functions of the service; and
(b) consulting with parents of children; and
(c) conducting private conversations.

Regulation 112 | Nappy change facilities

(1) This regulation applies if a centre-based service educates and cares for children who wear nappies.
(2) The approved provider of the service must ensure that adequate and appropriate hygienic facilities are provided for nappy changing.
(3) Without limiting subregulation (2), the approved provider of the service must ensure that the following are provided—
(b) hand cleansing facilities for adults in the immediate vicinity of the nappy change area.
(4) The approved provider of the service must ensure that nappy change facilities are designed, located and maintained in a way that prevents unsupervised access by children.

Regulation 113 | Outdoor space—natural environment

The approved provider of a centre-based service must ensure that the outdoor spaces provided at the education and care service premises allow children to explore and experience the natural environment.

As part of the transition to the National Quality Framework the Education and Care Services National Regulations requires an application lodged for service approval under regulation 24 include under 24(j) a statement that the applicant has prepared the policies and procedures referred to in the regulation 168, as detailed below;

Regulation 168 - Education and care service must have policies and procedures

(1) The approved provider of an education and care service must ensure that the service has in place policies and procedures in relation to the matters set out in subregulation (2).
   Note These may include policies and procedures prepared by the approved provider in accordance with an education law of the participating jurisdiction.
(2) Policies and procedures are required in relation to the following—
   (a) health and safety, including matters relating to—
      (i) nutrition, food and beverages, dietary requirements; and
      (ii) sun protection; and
      (iii) water safety, including safety during any water-based activities; and
      (iv) the administration of first aid;
   (b) incident, injury, trauma and illness procedures complying with regulation 85;
   (c) dealing with infectious diseases, including procedures complying with regulation 88;
   (d) dealing with medical conditions in children, including the matters set out in regulation 90;
   (e) emergency and evacuation, including the matters set out in regulation 97;
   (f) delivery of children to, and collection of children from, education and care service premises, including procedures complying with regulation 99;
   (g) excursions, including procedures complying with regulations 100 to 102;
   (h) providing a child safe environment;
   (i) staffing, including—
      (i) a code of conduct for staff members; and
      (ii) determining the responsible person present at the service; and
      (iii) the participation of volunteers and students on practicum placements;
   (j) interactions with children, including the matters set out in regulations 155 and 156;
   (k) enrolment and orientation;
   (l) governance and management of the service, including confidentiality of records;
   (m) the acceptance and refusal of authorisations;
   (n) payment of fees and provision of a statement of fees charged by the education and care service;
   (o) dealing with complaints.

Service policies and procedures will be checked at the time of the physical environment inspection to ensure that the provider has the prescribed policies and procedures as required by regulation 168(2).