

Service pre-approval checklist for early childhood education and care providers

This checklist has been developed to support approved providers of early childhood education and care services regulated under the *Education and Care Services National Law (South Australia)* (National Law SA) adopted under the *Education and Early Childhood Services (Registration and Standards) Act 2011 (SA)* when designing or renovating an education and care service premises.

General facilities, building and grounds						
Consideration		Law	Regulation	National Quality Standard	Y	N
1	Is the service located in a multistorey building? If yes, does each room have direct access to an egress point?	47(1)(b),(f)	97 115 116	Element 3.1.1		
	1a Will any children be located above ground floor? If yes, are children under 2 located on the ground floor?	47(1)(b),(f)	97 108 113	Element 3.1.1		
	1b Is the building multi-occupancy? If yes, do the evacuation plans and egress routes consider this?	47(1)(b),(f)	97	Element 3.1.1		
2	Is the service located close to a high-risk enterprise (i.e. petrol station). If yes, do the emergency plans reflect this and are there thorough risk assessments for the context of the service?	47(1)(b),(f)	97	Element 3.1.1		
3	Does the service premises have at least 3.25 square metres of unencumbered indoor space for each child being educated and cared for at the service?	47(1)(b),(f)	107	Element 3.1.1 Element 3.1.2		
4	Does the service premises have at least 7 square metres of unencumbered outdoor space for each child being educated and cared for?	47(1)(b),(f)	108 113	Element 3.1.1 Element 3.1.2 Element 3.2.1		
5	Premises, furniture and equipment safe, clean and in good condition	47(1)(b),(f)	103	Element 3.1.2		
6	Safe, secure storage of dangerous substances is provided.	47(1)(b),(f)	103	Element 2.1.2 Element 3.1.2		
7	Appropriate first aid kits and adequate no.	47(1)(b),(f)	89	Element 2.1.2		

Auxiliary space

Consideration		Law	Regulation	National Quality Standard	Y	N
8	Reception area provides space for accessibility, display of prescribed information and policies and procedures.	47(1)(b),(f) 172	111 173	Element 3.1.1 Element 7.1.2		
9	Space available for administrative functions, private conversations, consultation or meetings with staff and families.	47(1)(b),(f)	111	Element 3.1.1		
10	Are records kept in a safe, secure place.	47(1)(b),(f) 175	111 177 183	Element 3.1.1 Element 7.1.2		
11	Are there appropriate facilities for staff use only, such as a staff room and programming area?	47(1)(b),(f)	111	Element 3.1.1		
12	Kitchen with access to sink, fridge and cooking facilities. Kitchen storage is proportionate to the size of the service.	47(1)(b),(f)	77 78 79	Element 2.1.3		
13	Laundry and or linen storage, proportionate to the size of the service, unless an offsite facility is used.	47(1)(b),(f)	106	Element 3.1.1		
14	The flow through the service is natural with easy access to and from rooms. Corridors are clear and uncluttered providing easy accessibility.	47(1)(b),(f)		Element 3.1.1 Element 3.2.1		

Children's rooms						
Consideration		Law	Regulation	National Quality Standard	Y	N
15	Ratios: Nursery 1:4 Toddler 1:5 Preschool 1:11 School age 1:15	169	123	Element 4.1.1		
16	The design and layout of the rooms enables visibility and effective supervision.	47(1)(b),(f) 165	115	Element 2.2.1 Element 3.1.1		
17	Thoroughfares, door swings and storage cannot be included in unencumbered space calculations.	47(1)(b),(f)	107	Element 3.1.1		
18	All indoor spaces used by children have adequate natural light, are well-ventilated and can be maintained at a temperature to ensure the safety wellbeing of children	47(1)(b),(f)	110	Element 3.1.1		
19	The design of the rooms enables flexible and convenient access to toilet facilities, the outdoor environment and adequate storage space	47(1)(b),(f)	107 108 109 113	Element 3.1.1		
20	Premises, furniture and equipment safe, clean and in good repair. Hazardous appliances are inaccessible to children	47(1)(b),(f)	103	Element 3.1.2		
21	At least half the windows in children's activity rooms have sill heights less than 500 mm above floor height.	47(1)(b),(f) BCA	103	Element 3.1.2		
22	Windows under one metre fitted with safety glass or safety film.	47(1)(b),(f) BCA	103	Element 3.1.2		
23	Hot water accessible to children below is below 45°.	47(1)(b),(f) BCA	103	Element 3.1.2		

24	Safety plugs in unused power points and cords secured (not dangling).	47(1)(b),(f)	103	Element 2.1.2 Element 3.1.2		
25	Finger guards to be installed on all doors accessible to children (both sides if accessible).	47(1)(b),(f)	103	Element 2.1.2 Element 3.1.2		
26	Are doors able to be secured in the open position (doors to bathrooms, outdoors) enabling children to move between areas.	47(1)(b),(f)	103	Element 3.1.1		
27	Door handles to areas that are to be inaccessible to children fitted at 1500mm height or above	BCA	103	Element 3.1.1		
28	All doors fitted with cushioning devices, self-closing mechanisms.	47(1)(b),(f)	103	Element 3.1.1		
29	Each room has access to sufficient furniture, materials and developmentally appropriate equipment suitable for age of attending children.	47(1)(b),(f)	105	Element 3.2.1 Element 3.2.2		
30	An operating phone is located in each room.	47(1)(b),(f)	98			
31	A minimum of one toilet, appropriately sized for children, and one handwashing facility is available for every 15 children (1:15) (BCA)	BCA	109	Element 3.1.1		
32	Design and location of toilets and nappy change areas must enable supervision of indoor and outdoor space.	47(1)(b),(f)	109 112 115	Element 2.1.2 Element 3.1.1		
33	Toilets should be designed to consider children's privacy, dignity and rights.	47(1)(b),(f)	109 115	Element 3.1.1 Element 5.1.2		
34	Nappy change facilities: <ul style="list-style-type: none"> • if under 3 years of age a properly constructed bench type change table with steps • sink type bath with-in 1 metre of change bench • hand washing facilities for adults within 1 metre of change bench/bath Are these facilities inaccessible to children unless supervised by an adult?	BCA	112	Element 3.1.1		

35	Storage of soiled nappies and linen inaccessible to children.	47(1)(b),(f)		Element 2.1.2 Element 3.1.1		
36	Service must have access to a bath and shower.	BCA		Element 3.1.1		
37	Adequate provision for children to sleep and rest: cots, beds and suitable storage provision.	47(1)(b),(f)	81	Element 2.1.1		
38	Sleep room doors must have large supervision windows which are free of obstruction. Doors leading into the sleep room should not swing back against cots. Cot rooms must have ambient light.	47(1)(b)(f) 165 167	81	Element 2.1.1 Element 2.2.1 Element 3.1.1		
39	Sleep rooms should have immediate access from the nursery room.	47(1)(b)(f) 165 167	81	Element 3.1.1		
40	Thoroughfares between rooms should facilitate unobstructed access and emergency egress.	47(1)(b),(f) 167	97	Element 2.2.2 Element 3.1.1		
41	Safe egress to emergency evacuation points is provided for each room and emergency and evacuation plans and maps are located in a prominent position near each exit.	47(1)(b),(f) 167	97	Element 2.2.2 Element 3.1.1		

Outdoor space

Consideration		Law	Regulation	National Quality Standard	Y	N
42	Adequate fencing/barrier, of a height and design that children preschool age or under cannot go through, over or under it (unless centre-based service primarily for over preschool age children). Boundary fencing is 1.8 metres – refer to National Construction Code for specific requirements.	47(1)(b),(f) NCC	104	Element 3.1.1		
43	Outdoor space must be designed to facilitate effective supervision.	47(1)(b),(f) 167	115	Element 2.2.1 Element 3.1.1		

44	Outdoor unencumbered play space excludes pathways/thoroughfares unless used by children in education and care program, car parking area, storage shed/other area, any space not suitable for children.	47(1)(b),(f)	108	Element 3.1.1		
45	Outdoor space allows children to explore and experience the natural environment. Elements may include, grass, trees, shrubs, dirt, sand, logs, rocks or boulders. Ensure Vegetation- non-poisonous, no sharp edges or prickles.	47(1)(b),(f)	113	Element 3.2.1		
46	Outdoor play areas do not constitute hazard to children (Sharp edges to rocks, exposed fence edges, height of equipment, surfaces age appropriate).	47(1)(b),(f)	103	Element 3.1.2		
47	Clearance zones between fences and fixed equipment – minimum of 1200mm. Fall zones – 1000mm.	47(1)(b),(f)	104	Element 3.1.1		
48	Self-closing gates with child proof locks.	47(1)(b),(f)	104	Element 3.1.1		
49	Adequate shade over areas where children engage in stagnant play-sand pits, water play and mud kitchens	47(1)(b)(f) 165	114	Element 3.1.1		
51	Outdoor spaces should be equipped with resources, materials and equipment to allow for multiple use for all ages, abilities and to promote play-based learning.	47(1)(b),(f)	105	Element 3.2.2		
52	Age-appropriate resources that encourage children to balance and climb, building strength and motor skills.	47(1)(b)(f)	105	Element 2.2.3 Element 3.2.2		
53	Risk assessments for the outdoor environment – general risks and hazards	47(1)(b)(f) S 167	100 101 102	Element 2.2.1		

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Disclaimer

This checklist is not an exhaustive list. It has been developed as an additional tool for approved providers to use when applying for service approval. Ensure you reference the applicable legislation:

[Education and Care Services National Law Act 2010](#)

[Education and Care Services National Regulations 2011](#)

[Education and Early Childhood Services \(Registrations and Standards\) Act 2011](#)

[Education and Early Childhood Services \(Registrations and Standards\) Regulations 2011](#)

Please contact the Education Standards Board if you require additional guidance.

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Other useful information

Education Standards Board [Creating safe facilities: a guide to building and renovating education and care services](#)

Australian Children's Education and Care Quality Authority [resources](#)

National Construction Code – www.ncc.abcb.gov.au