**SUITABLE PREMISES ENVIRONMENT, EQUIPMENT & RESOURCES POLICY.**

|  |
| --- |
| Windmill Pre-School will ensure that the premises are suitable for their purpose. The Pre-School will provide adequate space in an appropriate location, which is welcoming to children and offers access to the necessary facilities for a range of activities which promote development in the following ways:  **Environment**   1. The premises are made welcoming and friendly to children and parents. 2. There is a staff picture board and parent’s notice board in the main corridor for general information. Each room has a notice board where information is displayed about the children’s routine, key person lists and in the moment planning sheets. 3. As far as is reasonable the facilities, equipment and access to the premises are suitable for children with disabilities. 4. Parents and children will be greeted on arrival using words of their home language, where possible. 5. Significant changes or events relating to the premises on which childcare is provided will be reported to Ofsted. These include:  * Significant changes to the premises i.e. structural alterations or an extension. * Something which adversely affects the smooth running of the provision over a sustained period of time. * Changes to the outside of the premises such as adding a pond or taking down a fence.  1. There is access to 2 telephones on the premises.  Smoking/Vaping  1. The children are in a smoke free environment. 2. No smoking signs are displayed at entrances to the Pre-School. 3. Practitioners are informed during Induction Training that they are not permitted to smoke or vape within the Pre-school building or grounds   **Indoor Play Area**  Equipment is organised in a way that meets the needs of the children.   1. The Pre-School will meet the following space requirements:   AGE Sq Mtrs  2 – 3 yrs 2.5  3+ yrs 2.3   1. The following space does not include storage areas, thoroughfares, dedicated staff areas, cloakrooms, utility rooms, kitchens and toilets. 2. There are individually named drawers to store children’s individual belongings. 3. The layout of the rooms allow children to make independent choices both indoors and outdoors by using a range of resources and responding to their spontaneous interests. 4. Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.   **Outdoor Play Area**   1. Children will participate in outdoor activities every day throughout the year, unless weather conditions are unsafe 2. There is a shaded area for the children.   **Toilet Facilities**   1. There is a minimum of one toilet and one hand wash-basin, with hot and cold water, available for every 10 children over the age of two. 2. Nappy changing facilities are provided for toddlers.   **Staff Facilities**   1. There is an office, where confidential information and necessary records can be stored securely and where staff may talk to parents confidentially. 2. There are separate toilet facilities for adults. 3. The adults have a room available for breaks away from the children.   **Kitchen**   1. The kitchen conforms to Environmental Health and Food Safety regulations. 2. Children do not have access to the kitchen, cooker or any cupboards storing hazardous materials including matches.   **Equipment**   1. Furniture, equipment and toys are provided which are appropriate for the children’s play and helps to create an accessible and stimulating environment. 2. There are sufficient resources and equipment to provide stimulating activities and play opportunities for the children in all areas of play, learning and development. 3. Equipment and resources offered are appropriate for the ages and stages of the developmental needs of the children. 4. Equipment is readily accessible to all children who can sit or lie comfortably to play and join in activities. 5. The toys and equipment provide sufficient challenge. 6. Equipment features positive images of people, both male and female, from a range of ethnic and cultural groups, with and without disabilities. 7. A range of raw materials are supplied, which can be used in a variety of ways and encourages an open-ended approach to creativity and problem-solving. 8. There are sufficient child sized tables and chairs provided to allow flexible arrangements for groups of children to play and eat together.   **Links to :**  **Welfare requirements and other Polices**  Premises & Security  Information and complaints  Health and Safety  Food and Drink  **This policy was reviewed on 21 March 2024**  **Bryony Smith – Chair of Windmill Pre-School Management Committee**  **…………………………………………………..**  **Claire Baker - Manager of Windmill Pre-School**  **……………………………………………………..** |