



7.14 (b) Ventilation, Heating and Cooling Policy

Policy number: 7.14(b)
Date last reviewed: January 2025
Reviewed by: Child Care Team

This policy relates to	
Family Day Care/Venue Care/ In Home Child Care	
National Quality Standards Early Childhood Education & Care	<p>2.1.1 Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation,</p> <p>2.2.1 At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard</p> <p>3.1 The design of the facilities is appropriate for the operation of a service.</p> <p>3.1.1 Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.</p> <p>3.1.2 Premises, furniture and equipment are safe, clean and well maintained</p>

Purpose

Educators will maintain safe practices in regard to ventilation, heating and cooling appliances in the home.

Policy

Children should be cared for in a comfortable temperature with adequate ventilation. Ventilation helps to reduce the spread of infection and control the circulation of unpleasant odours. Ventilation is important in cot rooms and bathrooms as well as main play rooms.

Indoor spaces used by children at a family day care home must:

- Be well ventilated;
- Have adequate natural light;
- Be at a temperature that ensures the safety and wellbeing of children.

Sleeping areas should be:

- In well-ventilated rooms that are cool and comfortable and with good circulation of air;

- In hot weather, windows should be open to allow fresh air to circulate (care will be taken to prevent pets from having access to sleep areas);
- Cots and beds should be free of items that prevent circulation of air. Toys should always be removed as they may also pose a danger (Refer to 7.5(a) Safe Sleeping Policy);
- Babies should not be left to sleep in a pram, as they can be hot and airless;
- Children under 2 should be dressed according to weather for sleeping rather than using blankets in accordance with the Safe Sleeping Policy;
- Fans may be used to provide air circulation and should be placed in a position that is inaccessible to children. If pedestal fans are used, they must be completely inaccessible to children.

Procedure

All heating and cooling appliances must be adequately secured and guarded to prevent injury to children through contact with hot surfaces, moving parts and the emission of any sparks or flames.

All open fires, pot-belly stoves or other fuel-burning space heaters will be enclosed by a fitted guard constructed according to the specifications below, which will:

- Prevent contact with flames;
- Prevent access to all hot surfaces including flues;
- Prevent contact with clothing, which could be ignited;
- Not easily be toppled, removed or displaced by a child.

Or

- Educators are required to complete a statement to verify that they do not use the fireplace during times when children are in care and the fireplace is free of ash and coals prior to children commencing care.

Specifications for Fire Guards

- The guard shall be at least 1000mm high;
- Fireplace guards must be made of heat-resistant metal;
- No child should be able to reach hot surfaces;
- If openings in or around the guard are 20mm or less, the guard will be placed at least 150mm clear of any hot surface; or

- If openings in or around the guard exceed 20mm, the guard shall be placed at least 500mm clear of any hot surface

Relevant Legislation

Education and Care Services National Law Act 2010 167

Education and Care Services National Regulations 2011

51 (1)(a) Conditions on service approval (safety, health and wellbeing of children)

110 Ventilation and natural light

81 Sleep and rest

116 Assessments of family day care residences and approved family day care residences and approved family day care venues.

Key Resources

The Royal Children's Hospital, Melbourne: *Guards and Screens for Heaters and Open Fires*

www.rch.org.au/emplibrary/safetycentre/Fireguard_Fact_Sheet_November_07.pdf

Queensland Government Health: *Child Home Safety Construction Guidelines*

www.health.qld.gov.au/ph/documents/hpu/12685.pdf

VIC Government: *Child Care and Healthy*

www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/Child_safety_hot_weather