

Storage

Policy Statement

The Service will provide safe and secure storage facilities for all indoor and outdoor equipment; ensuring relevant equipment is accessible to the children to encourage independence. Dangerous objects and all confidential records should be made inaccessible to children and all persons except those permitted to access them.

Policy Considerations

- National Quality Standards/Elements: 3.1 (Design), 3.2 (Use)

Procedure

- A storage system should be devised that ensures easy access and uncluttered storage of all equipment.
- Play equipment will be stored in a storage box. This will be accessible to the children during the operating hours of the Service.
- Children will show respect for the equipment and be expected to pack equipment away that they remove from the storage box.
- All equipment is to be neatly packed away at the end of each session.
- Craft equipment will be stored in boxes which are placed in a position away from normal walking paths to prevent a tripping hazard; children should ask permission before removing any craft equipment, such as; paints and glues, paper etc. should these items not already be set up by the staff.
- Drawing paper and other materials will be made available to the children at designated times.
- All craft equipment is to be properly washed and cleaned before storage.
- Where room permits, a separate storage area will be available for large outdoor and sporting equipment. A clearly defined system of storage will be discussed with staff.
- All items such as cleaning materials, disinfectants, tools, toiletries, first aid equipment, and medications should be stored in the designated secured area, which is inaccessible to the children.
- Staff members are responsible to ensure that these areas remain secure and that children are not inadvertently provided access to these items.
- Staff and management will ensure that all family records are kept in the nominated secure place, ensuring that records are kept confidential and not accessible to others.

Document Version Control

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Reviewed by:	Sarah Maple	Approved by:	Courtney Tanner