

B-3 Storage

NQS

QA. 2.1.1	Wellbeing and comfort.
QA. 2.2.1	Supervision
QA. 3.1.1	Fit for purpose.
QA. 3.1.2	Upkeep.
QA. 3.2.1	Inclusive environment.
QA. 3.2.2	Resources support play-based learning.
QA. 3.2.3	Environmentally responsible.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.

National Regulations

Reg. 168	Education and care service must have policies and procedures
Reg. 181	Confidentiality of records kept by approved provider
Reg. 183	Storage of records and other documents

My Time, Our Place

LO. 1	Children have a strong sense of identity
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Policy Statement

The Centre 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.

Related Policies

- THE KIDS CASTLE Policy A-11: Maintenance of Records
- THE KIDS CASTLE Policy A-17: Privacy and Confidentiality
- THE KIDS CASTLE Policy B-1: Facility Management
- THE KIDS CASTLE Policy D-2: Hygiene
- THE KIDS CASTLE Policy D-4: Food Safety and Handling
- THE KIDS CASTLE Policy D-5: Hazardous Materials

- THE KIDS CASTLE Policy D-10: First Aid
- THE KIDS CASTLE Policy D-20: Medication
- THE KIDS CASTLE Policy D-26: Security
- THE KIDS CASTLE Policy D-28: Workplace, Health and Safety

Procedure

A storage system will be devised that ensures easy access and un-cluttered storage of all equipment.

Storage areas will be cleaned and tidied at least twice a year or more often, as necessary.

Play equipment and toys will be stored in the designated areas. These will be accessible to the children during the operating hours of the Centre.

Educators will ensure children are taught to show respect for the equipment and be expected to pack equipment away that they remove from the cupboards / storage.

All equipment is to be neatly packed away at the end of each session.

Craft equipment will be stored in a separate area. Children should ask permission before removing any craft equipment, such as paints and glues etc. not set up by the educators.

Drawing paper and other materials will be made available to the children at all times.

All craft equipment is to be properly washed and cleaned before storage.

A separate storage shed will be available for large outdoor and sporting equipment. Children are not permitted to be in the storage shed. All items such as cleaning materials, disinfectants, flammable, poisonous and other dangerous substances, tools, toiletries, first aid equipment, and medications should be stored in the designated secured area which is inaccessible to the children. Educators will be responsible for ensuring that these areas remain secure and do not inadvertently provide access to these items to the children.

Areas will be designated specifically to the storage of food and food preparation utensils. All food will be stored in clean, sealed containers. These containers will be sanitised and kept according to the Hygiene Policy.

Refuse bins will be provided for specific areas. Children will have access to a recycling bin for paper only and this will be disposed of at the end of every week unless deemed necessary sooner. Bins designated for specific use in the kitchen and for food scraps, will be lidded, cleaned regularly and emptied at the end of every shift (see D-2 Hygiene Policy).

Staff and Management will ensure that all family and staff records pertaining to any information obtained, as outlined in the Privacy and Confidentiality Policy, are kept in the nominated secure place, ensuring that records are kept confidential and not left accessible to others during the course of the daily operations. This will be accessible only to the Nominated Supervisor or Responsible Person on duty and locked when the service is not open (including overnight).

Staff personal belongings are to be kept in the designated area in the office.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- My Time, Our Place Framework for School Age Care in Australia
- Work Health and Safety Act 2011
- Privacy Act 1988

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