

B-3 Storage

National Quality Standards (NQS)

2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazards
3.1	The design of the facilities is appropriate for the operation of a service
3.1.1	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
3.1.2	Premises, furniture and equipment are safe, clean and well maintained
3.2.1	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
3.2.2	Resources, materials and equipment allow for multiple uses, are sufficient in number, and enable every child to engage in play-based learning.
3.2.3	The service cares for the environment and supports children to become environmentally responsible
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service

Education and Care Services National Regulations

Reg. 103	Premises, furniture and equipment to be safe, clean and in good repair
Reg. 105	Furniture, materials and equipment
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

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

- Building Equipment Repairs and Maintenance Policy
- Facility Management and Security Policy
- Food and Nutrition Policy
- Hazardous Materials Policy
- Hygiene Policy
- First Aid Policy
- Indoor and Outdoor Environment Policy
- Maintenance of Records Policy
- Medication Administration Policy
- Privacy and Confidentiality Policy
- Programming Policy
- Work Health and Safety Policy

Procedure

A storage system should be devised that ensures easy access and uncluttered storage of all equipment.

Storage areas will be cleaned and tidied at least quarterly or as necessary.

Play equipment and toys will be stored in a designated storage area. This should be accessible to the children during the operating hours or the Centre.

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

All equipment is to be neatly packed away in the designated storage area at the end of each session.

Craft equipment will be stored in a separate area and children will be required to ask permission before removing certain craft equipment or materials, such as paints. 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.

All items such as cleaning materials, disinfectants, flammable, poisonous and other dangerous substances, tools, toiletries, first aid equipment, and medications will be stored in the designated secured area, which is inaccessible to the children. Staff are responsible to ensure that these areas remain secure and do not inadvertently provide access to these items to 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 Food and Nutrition Policy.

Waste bins will be provided for specific areas. Children will have access to a recycling bin for paper only; this will be disposed of at the end of every Afternoon session 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 Afternoon session.

Staff and Management will ensure that all family and staff records pertaining to any information obtained, as outline 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 daily operations. This will be accessible only to staff and locked when the service is not open (including overnight).

Staff personal belongings are to be kept in the designated area in the designated lockable cupboard

Sources

- Education and Care Services National Regulations 2011
- Framework for School-Age Care in Australia - My Time, Our Place
- National Quality Standard – Australian Children’s Education and Care Quality Authority
- Work Health and Safety Act 2011

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Version Control			
Version	Changes Made	Initiated By	Director Sign-off
v.2.202303	- No changes made		
v.2.202207	- Updated NQS - Updated National Regulations - Updated MTOP - Updated Related Policies - Minor wording updates - Updated Sources	Staff	
v.2.202103	- No changes made		
v.2.201903	- Separate Policy created	Staff	