

Storage

Part II Section B 3

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.

Considerations.

National Standards Section 1.4 (Storage facilities)

Procedure.

- * A storage system shall be devised that ensures easy access and uncluttered storage of all equipment.
- * Storage areas will be cleaned and tidied at least twice a year or when seen as necessary.
- * Play equipment and toys will be stored in a suitable place. This shall be accessible to the children during the operating hours of the Centre.
- * Children will show respect for the equipment and are expected to pack away any equipment that they remove from the storage areas
- * All equipment is to be neatly packed away at the end of each session.
- * Craft equipment will be stored in a separate area. Children shall ask permission before removing any craft equipment not set up by staff.
- * Drawing paper and other materials will be made available to the children at all times.
- * All craft equipment will 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 recorded within the area.
- * All items such as cleaning materials, disinfectants, flammable, poisonous and other dangerous substances, tools, toiletries, and medication shall be stored in a designated storage area. This area will be inaccessible to the children.
- * Staff are responsible to ensure that these areas remain secure and do not inadvertently provide access to these items by the children.
- * Kitchen and other refuse areas will be provided, containers will be lidded, cleaned and emptied daily.
- * Staff and management committee will ensure that all family records are kept in the nominated secure place. Records are kept confidential and are not left accessible to others during the course of daily operations.

Reviewed and updated by committee on 31st March 2010