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## **Policy Statement**

We aim to provide safe and secure storage facilities for all 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**

- ✓ Education and Care Services National Law 2010
- ✓ Education and Care Services National Regulation (2018 Version)
- ✓ Education and Care Services National Quality Standards (2018 Version)
- ✓ ACI Policies and Procedures

## **Procedures**

- A storage system shall be devised that ensures easy access and uncluttered storage of all equipment.
- Wherever possible we will look at supplying storage systems that incorporate natural materials, feel and aesthetic.
- Storage areas will be cleaned and tidied on a regular basis, to ensure they do not become hazardous to Staff, children or visitors at the Service.
- Some play equipment, toys and basic craft items will be stored in a suitable place where children can access during the operating hours of the Service.
- Children will show respect for the equipment and are expected to pack away any equipment that they remove from the storage areas.
- Staff should ensure they assist in maintaining a clean and neat environment and ensure that equipment is packed away correctly in storage areas that children do not have access to.
- A variety of equipment and materials will be made available to the children at all times.
- All craft equipment will be properly washed and cleaned on a regular basis.
- 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, and medication shall be stored in designated storage areas. Educators are responsible to ensure that locked areas remain secure and do not inadvertently provide access to these items by the children.
- Educators and Management Committee will ensure that all records, including enrolment forms, incident forms, staffing records, financial records and general management 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, in line with ACI Maintenance of Records Policy and Privacy Policy.

## **Checklist for Staff**

- Ensure children pack away activities after use.
- Ensure equipment is packed into its correct place.
- Ensure the Centre and equipment is clean and in good working order.
- Speak to the Coordinator if items are not being stored correctly.

\_\_\_\_\_ end of policy \_\_\_\_\_

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Policy is only endorsed if initialled by 2 members of the management committee

**Endorsed by the Management Committee on the 20<sup>th</sup> May 2018**

**Storage Policy is to be reviewed by the 20<sup>th</sup> May 2022**