

## STORAGE (Providing a Child Safe Environment)

### POLICY STATEMENT

Our Service provides an environment that ensures the safety, health and wellbeing of children at all times. We 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 and all persons except those permitted to access them.

### CONSIDERATIONS

Education and Care Services National Regulations	103, 105, 107, 108, 109, 110, 115, 168, 181, 183
National Quality Standard	QA2, QA3, 7.1
Other Service Policies/Documentation	<ul style="list-style-type: none"><li>• Educator online manual</li><li>• Confidentiality policy</li><li>• Staffing policy</li><li>• Health &amp; Safety policies</li><li>• Providing a Child Safe Environment policies</li></ul>
Other	<ul style="list-style-type: none"><li>• My Time, Our Place</li><li>• Work Health &amp; Safety Act 2011</li><li>• Privacy Act 1988</li></ul>

### PROCEDURE

- A storage system should be devised that ensures easy access and un-cluttered storage of all equipment.
- Storage areas will be cleaned and tidied each term or when seen as necessary.
- Play equipment and toys should be easily accessible to all children during the operating hours of the service.
- Educators will ensure children are taught to show respect for the equipment and be expected to pack equipment away that they have used to avoid trip hazards.
- 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. which has not been set up by 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.
- Where space permits, a separate storage area will be available for sporting and large outdoor equipment to prevent clutter. Children will only be allowed to enter these storage areas under the supervision of an educator.

- 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 are responsible to ensure that these areas remain secure and that they do not inadvertently provide access to these items.
- Areas will be designed 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 Nutrition, Food Safety & Hygiene policy.
- Educators and management will ensure that all family records are kept in a nominated secure place, ensuring that records are kept confidential and not left accessible to others during the course of the daily operations.
- Educator personal belongings are to be kept in the designated area in the designated locked cabinet.