

# B3 Storage

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Epping Heights OSHC.

## NQS

QA. 2.1.1	Wellbeing and comfort.
QA. 2.2.1	Supervision.
QA. 3.1	Design.
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

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

- Epping Heights OSHC Policy D-10: First Aid
- Epping Heights OSHC Policy D-20: Medication
- Epping Heights OSHC Policy D-26: Security
- Epping Heights OSHC Policy D-28: Workplace, Health and Safety

## **PROCEDURE**

All items should be stored in a manner which makes for easy access, is uncluttered, and avoids creating any hazard.

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 designated storage area. This should be accessible to the children during the operating hours of 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 any craft equipment. 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. Children are not permitted to be in the storage area unaccompanied by an educator.

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 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 D-2: Hygiene Policy

Refuse bins will be provided for specific areas. Children will have access to a recycling bin for paper only; this will be disposed of when necessary. 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.

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 or able to be viewed by others during the course of the daily operations. This will be accessible only to staff (and

nominated Committee members where necessary) 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

Endorsed: 28/06/2021	Review Date: 28/06/2023
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