



Storage Policy

POLICY STATEMENT

Coowarra OOSH 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.

PROCEDURE

- A storage system will ensure 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 separate cupboard. This should be accessible to the children during the operating hours of the centre.
- Children will be encouraged to show respect for the equipment and be expected to pack equipment away that they remove from the cupboard.
- 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, that have not been set up by the staff. There will be some equipment that children are able to access when needed.
- 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.
- 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.
- Educators 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. Bins will have lids and be emptied daily.
- Educators and management will ensure that all family records are kept in the nominated secure place, ensuring that records are kept confidential and not left accessible to others during the course of the daily operations.



Coowarra Out Of School Hours Care Service Inc

CONSIDERATIONS

National Standards Section 1.4 (Storage facilities)
Network of Community Activities.

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
Administration of medication (93) Authorisations to be kept in enrolment record (161)	1.4	- Parent Handbook - Staff Handbook - Administration of Medication Policy - Providing a Child Safe Environment Policy

UPDATED AND ENDORSED: September 2025

DATE FOR REVIEW AND EVALUATION: November 2030