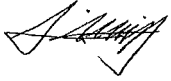
 <p><b>YMCA</b> We build strong <b>PEOPLE</b> strong <b>FAMILIES</b> strong <b>COMMUNITIES</b></p>	<b>Management Area:</b> CHILDRENS SERVICES	<b>Pages:</b> [03] <b>Version No:</b> [02] <b>Date:</b> [01/12/2009]
	<b>Sub section (if applicable):</b>	<b>Signed:</b> 
<b>Policy Title: STAFF: STORAGE</b>		<b>Author: CHILDCARE TASKFORCE</b>

## 1. Scope

- 1.1. Staff, management, families & children

## 2. 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.

## 3. Related Policies & Procedures/Guidance Notes

- 3.1. Archiving Records Policy
- 3.2. Equipment Policy
- 3.3. Food Handling and Nutrition Policy
- 3.4. Hazardous Materials Policy
- 3.5. Medication Policy
- 3.6. Photography Policy
- 3.7. Written Program Policy

## 4. Responsibilities & Delegations


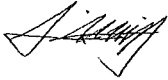
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

## 5. Considerations

- 5.1. National Standards
- 5.2. Q&A Principles
- 5.3. OH&S guidelines

## 6. Records Maintenance

- 6.1. This policy is to be reviewed annually.


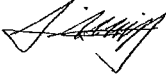
 <b>YMCA</b> We build strong <b>PEOPLE</b> strong <b>FAMILIES</b> strong <b>COMMUNITIES</b>	<b>Management Area:</b> CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
	<b>Sub section (if applicable):</b>	Signed: 
<b>Policy Title: STAFF: STORAGE</b>		<b>Author: CHILDCARE TASKFORCE</b>

## PROCEDURES

- A storage system should be devised that ensures easy access and un-cluttered 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 show respect for the equipment and be expected to pack away equipment 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, not set up by the staff.
- 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 room permits a separate storage area will be available for large outdoor and sporting equipment. A clearly defined system of storage will be recorded in the storage shed.
- All items such as cleaning materials, disinfectants, flammable, poisonous and other dangerous substances, tools, toiletries, first aid equipment, and medications should be stored in a designated secured area which is inaccessible to the children. Safety data sheets must be maintained for all these items.
- Staff are responsible to ensure that these areas remain secure and do not inadvertently provide access to these items by the children.
- Staff 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.

## 7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

 <b>YMCA</b> We build strong <b>PEOPLE</b> strong <b>FAMILIES</b> strong <b>COMMUNITIES</b>	<b>Management Area:</b> CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
	<b>Sub section (if applicable):</b>	Signed: 
<b>Policy Title: STAFF: STORAGE</b>		<b>Author: CHILDCARE TASKFORCE</b>

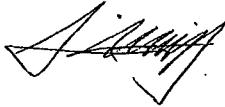
I endorse the Staff: Storage Policy.

Name: *Maryann Rupnik*  
*Childrens Services Program Manager*

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*  
*Group Manager*

Signature: 

Date: 7 December 2009