

# STORAGE

## POLICY

### Rationale:

- Schools are required to store assets in safe places, ensure that essential documents are appropriately secured, that proper access measures are put in place, and that staff have appropriate and safe access to those assets and documents that they are entitled to.

### Aims:

- To provide safe and appropriate storage for all of the school's assets and documents, whilst at the same time ensuring the rightful access and safety of staff.

### Implementation:

- All of the school's assets will be marked and detailed on the asset register.
- The school's storage will include professionally built shelving, cupboards, lockers, cabinets, safes, strong rooms and file servers.
- Storage will not be so high or so heavy or so cumbersome as to cause staff difficulty or risk of injury.
- All staff will be assigned a lockable filing cabinet which will be used by them for all of the time they are at our school.
- Borrowing books, keys registers and restricted accesses will assist in the tracking and correct storage of the school's assets.
- The school will correctly dispose of old, obsolete, dangerous and unused assets. The school will not hoard assets that are of no or little use.
- The school will consider storing large infrequently used assets such as high jump bags, chairs, trestle tables and additional furniture etc off-site in professional storage facilities.
- All storage facilities will comply with the appropriate Australian Standards, including mezzanine storage spaces.
- All documents will be stored in a manner consistent with the Privacy Act and the Public Record Office Standard (PROS), and the storage of digital materials including personal information will be secured by passwords, fire walls and other appropriate security devices.
- The school will ensure that appropriate and adequate data storage and back up facilities are available, and that unused and unwanted data are appropriately deleted.
- Student files that are borrowed by approved staff must be signed out using the proper register.
- Staff files will be stored in lockable, fire-resistant safes with the appropriate levels of security protecting them from being accessed inappropriately.

### Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on....

**March 2015**

References: