

## Toy Policy

Adopted by the Management Committee October 2015

Last Updated June 2016 - See Management Committee Minutes for details of changes

Last Reviewed January 2020

### **1. Purpose and Scope**

New Dawn Child Contact Centre and Shirley Baptist Church are committed to providing a safe environment for parents and children using the Church premises. This policy will ensure that all toys/games used by children and their families are clean and fit for purpose.

### **2. Aims**

This policy will assist all those working with children to:

- Ensure all toys/games are fit for purpose
- Ensure all toys/games are cleaned appropriately and stored correctly
- Ensure all toys/games are checked at the beginning of every session for signs of damage or wear and tear

### **3. Introduction**

Toys and games are an important resource and it is vital that consideration is given to what is provided. A variety of toys and games are provided, appropriate to a range of ages, abilities and reflecting diversity.

An integral role of the New Dawn Child Contact Centre is to promote positive parent-child relationships. Many toys and games encourage positive parent-child interaction, for example blowing bubbles with a toddler, imaginative play, ball games; for older children, games like Jenga and cards; craft activities can be made appropriate to a range of ages and abilities.

Toys must be clean and meet BS standards.

### **4. Responsibilities**

All staff and volunteers within the New Dawn Child Contact Centre must follow this policy.

#### **Co-ordinators must:**

- Ensure that staff and volunteers are aware of the contents of this policy
- Ensure there is an approved method for cleaning in place
- Devise a process to ensure that all toys/ games in the centre are cleaned as per this policy

### **5. Criteria**

Toy/ games selection and purchase: Toys/ games with hard surfaces (plastic, vinyl, varnished or painted wood, metal) must be able to be thoroughly cleaned. Where toys/ games with fabric parts must be used, these parts will be able to be laundered.

Electrical games must be subject to annual PAT testing.

**Donations of toys and games:** Toys and games may be received from members of the public. These items must be checked by the Co-ordinator or their Deputy and will be disseminated as appropriate. We will not receive soft toys made of fabric which cannot be cleaned. Donated electrical games **must** be PAT tested before being used in the centre.

### **6. Steps to be taken**

The Co-ordinator and volunteers will examine each toy/game as it is put out for a session to ensure that it is fit for re-use, i.e. broken parts/faults/ loose wiring or replacement batteries etc. Any toys that are not fit for use, should either be cleaned/ repaired if appropriate or removed from the contact room and given to the co-ordinator for washing / repair or disposal.

Toys should be visibly clean before use. All toys must be cleaned as often as is practicably possible.

The cleaning of toys is a joint responsibility

The Church has a Toys and Games Register, which includes a section to record when cleaning has been carried out. A notice will be displayed in each waiting area advising parents to report any dirty toys to a member of staff/volunteer. Cleaning materials will be made available to the volunteers so that toys can be cleaned as necessary.

This policy will be reviewed, and if necessary updated, annually. **End of Toy Policy**