

Toy Policy

Adopted by the Management Committee October 2015

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

Last Reviewed January 2021. NOTE: The centre is not currently following this policy as, due to Covid-19, we are asking families to bring their own toys.

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**