

# Lower Earley *Family Contact Centre*

## **Toy Policy**

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

We are committed to providing a safe environment for parents and children visiting our centre. 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 Coordinators and volunteers to ensure all toys/games :

- are fit for purpose
- are cleaned appropriately
- are stored safely
- are checked at the beginning of every session for signs of damage or wear and tear.

### **3. Introduction**

An integral role of the 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, computer games, pool; craft activities can be made appropriate to a range of ages and abilities. Toys and games are therefore an important resource. We will provide a variety of toys and games, appropriate to a range of ages, abilities and reflecting diversity, endeavouring to avoid 'gender' toys.

### **4. Responsibilities**

All volunteers must read and follow this policy.

Co-ordinators must:

- ensure that 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 are cleaned as per this policy
- undertake an audit of compliance with this policy
- review this policy regularly

### **5. Selection and purchase**

Toys/games with hard surfaces (plastic, vinyl, varnished or painted wood, metal) must be able to be thoroughly cleaned.

Toys/ games with fabric parts must be able to be laundered.

Any toys/games donated by members of the public must be checked by the Co-ordinator and cleaned. Toys that cannot be cleaned effectively are not accepted.

Toys must meet CE standards.

## 6. Maintenance and Cleaning Procedure

The Co-ordinator and volunteers will examine toys and games on a regular to ensure that they are still fit for use, i.e. check for broken parts/ faults/ or replacement batteries etc. If not fit for use then it will be mended or discarded.

The Co-ordinator must designate volunteers to clean toys on a regular basis.

Toys for babies and very young children **must** be cleaned before each session.

Manufacturer cleaning instructions should be followed; if not available then the general guidelines below should be followed:

Wooden toys	wipe. Check for paint or varnish flaking and splinters.
Books	wipe
Construction Toys eg Lego	wash all bricks in a warm solution of detergent then spread out to dry
Plastic toys	wash in soapy water.
Metal toys	wipe.
Games	wipe
Fabric toys	wash in soapy water
Hand held electronic toys	wipe

### *Cleaning and Detergent:*

- Use detergent wipes (baby safe)
- If wipes are not available/suitable, use a clean cloth in a fresh solution of detergent made up as per manufacturer's instructions
- Dry with a clean paper towel

Do not store toys wet.