

## Maintenance and Replacement of Play Equipment Policy

This policy has been updated in light of the COVID pandemic.

### Aim

- Venture Kids has a duty to protect children, keep them safe and avoid risks to their health.
- We aim to regularly review, update and replace resources as necessary, to ensure variety and choice are available to the children.

### Procedure:

- We provide a range of toys, equipment and resources that promote play and all areas of children's learning and development.
- Each member of staff will also provide a range of adult led activities each week.
- We plan and provide resources and play based on staff observations of the children's interests to ensure that engaging opportunities for play and challenges are provided that meet the needs of all the children.
- All resources and equipment are checked as they are put out or put away to ensure they are in good condition.
- Any broken or unsafe equipment is disposed of and this is reported to the leader.
- We endeavour to replace items as soon as possible and we understand the responsibility to have adequate insurance cover for resources and equipment.

## Procedures

### Indoors

- **Ensure the rooms and facilities are well maintained, sanitised and well ventilated and report any potential hazards or dangers.**
- Equipment will be stored and used safely. Everything will be regularly checked and repaired or removed if necessary.
- **At the beginning and end of each day toys and equipment will be steam cleaned.**
- An inventory of all resources is used to review the balance, quality and quantity of resources and equipment in order to support the vast range of activities across all areas of play, learning and development.
- Play resources and equipment is chosen for all specific learning needs in Venture Kids.
- We rotate resources to ensure all children have the opportunity to access a wide range of resources.
- Manmade, recycled and natural play equipment that is provided is safe and conforms to safety standards.
- All equipment is erected with care and checked on completion with regular maintenance checks.
- An accident or incident book is completed where necessary.
- Play is properly supervised - staff/child ratios are in accordance with Social Services stipulations.
- Staff and children wear suitable clothing and footwear when at Venture Kids.

- All toys are suitable for the children's age and development.
- **Dressing up clothes, blankets and aprons are limited. They are sanitised daily.**
- **All toys are checked, washed and repaired and sanitised daily.**
- Fire doors are identified and exits are accessible at all times. Fire drills are carried out on a regular basis.
- Children are not allowed in the kitchen, other than during supervised baking/cooking activities.
- Police checks are carried out on all staff, this includes health checks and personal references.
- Staff are trained in safety standards for the use of play equipment and resources.
- **Strict hygiene is observed at all times - hands are washed on a regular basis throughout the day and supervised for the younger children, especially after using the toilet and also before break and lunch times.**
- **The layout of the rooms will be safe for the children to move within.**
- **Children are aware of the safety rules, the new cleansing measures in place and are encouraged to follow them.**
- Children are encouraged to respect equipment.
- All cleaning materials are kept in a store room away from children.

## Outdoors

- An outdoor risk assessment is carried out every morning.
- Gates are closed when children are outside.
- Children are made aware of the outdoor safety rules.
- Children should be clothed according to weather conditions including sun hats and coats.
- The safety and maintenance of play equipment outside is initially checked by the staff and then management are informed if any parts are broken.
- **Outdoor equipment is thoroughly cleaned and sanitised between each play pod use.**
- All outdoor equipment and resources are checked for defects and faults and broken equipment is removed and replaced where necessary.

Reviewed by: Siobhan McIlwaine	Date: 30/6/21
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