

## **Maintenance and Replacement of Play Equipment Policy**

### **Principle**

Rainbow Stop Playgroup has a duty to protect children, keep them safe and to avoid risks to health.

### **Policy**

We aim to regularly review, update and replace resources as necessary, to ensure variety and choice are available to the children. We provide a range of toys, equipment and resources that promote all areas of children's learning and development. Resources are stored and displayed where children can freely access them and self-select as well as providing a range of adult led activities each week.

We plan and provide resources and play based activities on staff observations of the children's interests to ensure that challenges are provided that meet the needs of all the children. All resources and equipment is 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.

### **Procedure**

- Ensure the rooms and facilities are well maintained and report any potential hazards or dangers.
- Equipment will be stored and used safely. Everything will be regularly checked and repairs or removed if necessary.
- 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 the Playgroup.
- 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.
- The art, sand and water areas are kept clean and any spills are cleaned immediately.
- Play is properly supervised – staff/child ratios are in accordance with Social Services stipulations.
- Staff and children wear suitable clothing and footwear when at Playgroup.
- All toys are suitable for the children's age and development. They are accessible within all children's reach.
- Dressing up clothes, blankets and aprons are washed regularly.
- All toys are checked, washed and repaired or replaces regularly.
- Fire doors are identified and exits are accessible at all times. Fire drills are carried out monthly.
- Electric sockets are covered.
- Children are not allowed in the kitchen.
- 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 after using the toilet and also before break.
- The layout of the room will be safe for the children to move from area to area.
- Children are aware of the safety rules and are encouraged to follow them.
- Children are encouraged to respect equipment.
- All cleaning materials will be kept in a locked cupboard in the kitchen area.

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.
- All outdoor equipment and resources are checked for defects and faults and broken equipment is removed and replaced where necessary.