
Playgroup Equipment Policy

CONTROL:

Policy Type:	Administrative
Authorised by:	Council
Head of Power:	Not applicable
Responsible Officer:	Community Sustainability Manager
Adopted / Approved:	Minute No. 2020.05.18-OM-8
Last Reviewed:	May 2020
Review:	May 2022
Version:	1 (Original)

1. INTRODUCTION

1.1 PURPOSE:

This policy seeks to ensure that equipment purchased and/or used for Council run Playgroups meet Australian standards for the safety of children, and that toys are kept safe for children including repair and hygiene.

1.2 POLICY OBJECTIVES:

For Playgroups to provide safe environments for children.

1.3 COMMENCEMENT OF POLICY:

This Policy will commence on adoption.

2. POLICY

2.1 CONTEXT:

Toys are a necessary part of the Playgroup environment. Not all toys are safe for children, however, and not all toys are able to be easily/cost effectively be repaired when damaged. Some toys are also difficult to keep hygienically clean. This Policy will therefore outline guidelines to ensure the purchase of durable, easy to hygienically clean and safe toys for Playgroups.

2.2 POLICY STATEMENT:

All equipment and toys purchased and/or used for Council run Playgroups must meet Australian Standards (for example AS/NZS 8124 series of standards) and be appropriate to the developmental stages, interests and culture of the children participating in Playgroup. All staff members will ensure that all equipment and toys are kept in a thoroughly safe, clean and hygienic condition, in good repair and stored in a safe manner.

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3. STANDARDS AND PROCEDURES

3.1 Purchasing of equipment and toys

- In consultation with the Community Sustainability Manager, the Facilitator will determine which equipment, materials and toys will benefit the children's program, taking into account durability, easy maintenance and cost.
- The Facilitator will be responsible for the purchase of new items and equipment. All new equipment must comply with relevant Australian Standards.
- The Facilitator will gain approval for purchases through the Synergy requisition procedure. All purchases are subject to budget limitations.

3.2 Maintenance of equipment and toys

- Toys purchased and/or used at the Playgroups should be appropriate to the service's aim of providing a safe and sustainable environment.
- Equipment will be checked weekly by staff to ensure it is clean and safe.
- Equipment that should be used only under adult supervision will be clearly identified and stored in a child-proof place.
- Children will be encouraged to use and care for toys, games and equipment appropriately. This is in accordance with the Playgroup Behaviour Management Policy.
- Children will be encouraged towards independence.
- Children's individual skill levels will be considered by staff when planning and supervising equipment and toy use.
- Safety of equipment including playground equipment will be inspected in line with regular Hazard Identification inspections.

4. REFERENCE AND SUPPORTING INFORMATION

4.1 DEFINITIONS:

To assist in interpretation, the following definitions shall apply:

Word / Term	Definition
Council	means Diamantina Shire Council.

4.2 RELATED POLICIES, LEGISLATION AND DOCUMENTS:

Links to supporting documentation
Safety of Toys, Standard AS/NZS 8124
Playgroup Behaviour Management Policy
Child Protection Policy

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4.3 VERSION CONTROL:

Previous Version Number	Adopted/Approved Date