



FordHaven – Toy & Outdoor Equipment Policy

1. Purpose and Scope

FordHaven is committed to providing a safe environment for children and family members visiting our centre. This policy will ensure that all toys / games used by children, and their families are clean and fit for purpose. The guidance within this policy is evidence based and reflects best practice.

2. Aims

This policy will assist managers and volunteers to:

Ensure all toys / games for use within FordHaven are fit for purpose,

Ensure all toys / games being used that day are cleaned before use if necessary, and stored correctly,

Ensure all toys / games being used 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 within FordHaven and it is vital that consideration is given to what is provided.

A variety of toys and games should be provided appropriate to a range of ages, abilities and reflecting diversity.

Try not to “gender” toys and play areas.

An integral role of FordHaven is to promote positive parent-child relationships.

Many toys and games encourage positive parent-child interaction, imaginative play, reading books, building blocks: for older children, games like Jenga and cards, craft activities can be made appropriate to a range of ages and abilities.

Toys used must be clean and meet BS standards.

4. Responsibilities

All staff and volunteers within the 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.

Undertake an audit of compliance with this policy.

Review annually.



5. Criteria

Toys / 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. Our Centre does not allow any mains powered electrical games.

Donations of toys and games: Toys and games may be received from members of the public. These items must be checked by the Manager or their Deputy and will be disseminated as appropriate. We will not receive soft toys made of fabric which cannot be cleaned in accordance with infection control policies and guidelines. Donated mains electrical games are not acceptable.

The team on duty will examine each toy / game to be used, prior to each session to ensure that it is fit for re-use, i.e. check for broken parts / faults / loose wiring or replacement batteries etc. on all battery operated items.

Toys for babies and very young children **must** be cleaned **before and after each session**. Most will be able to be washed or wiped with soap and water and then air dried. Fabric toys should be washed according to the manufacturer's instructions.

Other toys / games will be cleaned using detergent and warm water or detergent wipe, if they are soiled, or if they are not soiled, to be cleaned at least monthly. A cleaning schedule should be drawn up, signed and dated when cleaning has been carried out.

A notice will be displayed in the room advising people to report any dirty or broken toys to a member of staff / volunteer.

6. Cleaning Procedure

Wooden toys - Wipe with clean cloth and soap and water. Air dry. Check for paint flaking, varnish flaking and splinters.

Books and posters - should be examined for visible soiling. Wipe the cover with detergent wipe during cleaning schedule.

Construction toys - Wash all bricks in a warm solution of detergent as per manufacturer's instruction. e.g. Lego Spread out to dry.

Plastic toys - Wash in soapy water.

Metal toys - Wipe with clean damp cloth (soapy water).

Games - Damp wipe as above.



Cleaning and Detergent

Use detergent wipes to wipe toys.

If wipes are not available / suitable, use a fresh solution of detergent made up as per manufacturer's instruction.

Dry with clean paper towel

Do not store toys wet.

TO ALL PARENTS AND CARERS

Although we do our best to check all toys and equipment before each session then occasionally, we may miss something.

Please report any broken or damaged toys to the Team Members/Volunteers on duty.

Approved by: Roxana Ford - Director

Last reviewed: March 2024

Next review due by: March 2025