

Policy Document No: ELC22
Category: Early Learning
Topic: **Equipment Policy**



Date Issued: May 2007

Last Review Date: December 2016

Considerations

Philosophy: Mount Scopus Memorial College promote the need of a safe environment.

Children's needs: Children require safe, enjoyable, age appropriate equipment that fosters learning and positive interactions.

Parent's needs: Parents need to know that the children are safe within the kinder environment; that they have access to trying and learning new things, the equipment is culturally inclusive and appropriate, suitable for different ages & levels of development; children taught to care for things.

Staff needs: Staff need suitable equipment to run their program of inquiry that is easy to maintain in good repair, easy to store and access, adequate storage space available

Management needs: Management need quality equipment within budgetary guidelines. Equipment that is durable and easy to maintain in good repair.

Background and Legislation

Education and Care Services National Regulations Part 4, reg. 168 (2.h). Ministerial Council For Education, Early Childhood Development and Youth Affairs, 2011

Guide to the National Quality Standard: 2.3.2, 3.1.1, 3.1.2, 3.1.3, 3.2.2

Standards Australia website – www.standards.com.au

Policy Statement

The centres will ensure a safe and stimulating play environment for children through the provision of appropriate play equipment and materials that facilitate a wide range of programs and activities that are suitable for the developmental stages of each age group of enrolled children.

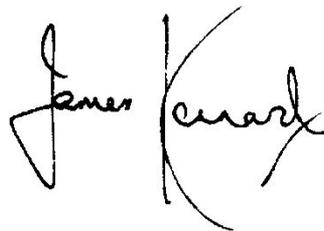
How the policy will be implemented - Specific Practices & Procedures

- All equipment & toys purchased for the centres will meet Australian safety standards & be appropriate to the developmental stages, interests and culture of the children in care. Toys of war are considered inappropriate to the centre's aim of providing a safe and caring environment.
- There will be sufficient equipment for the number of children enrolled, and to provide for all areas of child development and play.
- Equipment and materials needed for the provision of the children's program will be identified as part of the planning process and provided by the service for the carrying out of programs.
- The Supervising Officer/Licensee will ensure that outdoor play equipment does not pose a hazard to children because of its design, manufacture, installation or use, and soft fall surfaces are provided under and around any outdoor play equipment from which there is a reasonable likelihood of a child falling because of the equipment's design or the manner in which it is used.
- All staff members will be diligent to ensure that all equipment and toys are kept in a thoroughly safe, clean and hygienic condition and in good repair at all times, and stored in a safe manner. Children will be taught to use equipment appropriately.

- Staff will check soft surfaces under and around outdoor play equipment to ensure it is evenly spread, on a daily basis.
- In consultation with staff, management will determine which equipment is most appropriate taking into account durability, easy maintenance, cost, and benefit to the children's program. If large/expensive items of equipment are requested the Operator will determine the centre's budget limitations.
- Adequate furniture will be provided to meet the physical and developmental needs of the children in care.
- Staff input on compiling a prioritised list of items of equipment will be sought at least twice a year.
- Staff purchasing new equipment, are to source the item/s from appropriate order books or suppliers, complete an order form and gain authorisation from the appropriate head of campus.
- Parents/guardians will be invited to provide information about the toys their children enjoy at the time of enrolment and at intervals thereafter.
- Children will be carefully introduced to new toys & pieces of equipment and taught how to use and care for them appropriately.
- Children using play equipment will be supervised at all times. Equipment that should only be used under supervision will be stored in a safe place.

Approved by the College Principal:

Date: December 2016

A handwritten signature in black ink, appearing to read "James Keane". The signature is written in a cursive style with a large, prominent 'K'.