

POLICY STATEMENT ON EQUIPMENT

Equipment and toys purchased for the St Pius X OSHC service will meet Australian Standards and be appropriate to the developmental stages, interests and culture of the children in care. All staff members will 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.

HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)

- * In consultation with the educators/committee/children, the director will determine which equipment, materials and toys are most appropriate, taking into account durability, easy maintenance, cost, and benefit to the children's program.
 - * The director will oversee the purchase of all new items of equipment.
 - * New equipment will be checked to ensure it complies with relevant Australian Standards.
 - * The director will advise the OSHC committee and finance committee about the need for large purchases (over \$500) and gain their approval.
 - * If large/expensive items of equipment are requested the committees will determine the service's budget limitations.
 - * Staff and children's input on compiling a prioritised list of items of equipment to be purchased will be sought regularly.
 - * Toys should be appropriate to the service's aim of providing a safe and caring environment.
 - * Equipment will be checked regularly by the staff to ensure it is clean and safe.
 - * Equipment that should be used only under supervision will be clearly identified and stored in a safe place.
 - * The service's assets register will include equipment and toys used as part of the children's program.
 - * Children will be taught how to appropriately use and care for toys, games and equipment.
 - * Children will be encouraged towards independence. Children's individual skill levels will be considered by staff when planning and supervising activities, especially those which involve using sharp or electrical equipment.
- Electronic Equipment will be referred to the WHS officer for safety testing and tested annually.