

# Educational Equipment and Toys Policy

## Policy Statement & Commitments

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Brunswick East Primary School Outside School Hours Care Service (BEPS OSHC Service) believes that children should have access to a range of equipment that is developmentally appropriate, safe and well maintained. A range of equipment will be provided to allow for a balanced program meeting the developmental, recreation needs and interests of all children. Children’s safety when using equipment is also of paramount importance.

### BEPS OSHC Service is committed to:

- providing children with a safe environment that stimulates their interest when they can enjoy themselves and learn new things
- ensuring that equipment is culturally inclusive and appropriate suitable for different ages and stages of development where children are taught to care for things
- ensuring that equipment is easy to store and access, and maintain in a safe condition, and is appropriate to the learning programs being offered at BEPS OSHC Service, and that the price is within the budget.

## Procedures

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- All equipment and toys purchased (or donated) will meet the Australian Standards and be appropriate to the developmental stages, interests and cultures of children at BEPS OSHC Service.
- All equipment will be maintained in accordance with BEPS OSHC Service’s policy on providing a child-safe environment.
- The equipment and material needed to facilitate learning and leisure opportunities for children will be identified as part of the planning process and provided by BEPS OSHC Service for the delivery of the education and care program.
- Specific equipment and other resources will be obtained to support the inclusion of children with additional needs.
- Equipment that encourages and supports children’s physical activity will be readily available for children to use independently or in groups, in both spontaneous and planned activities.

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- BEPS OSHC Service equipment must remain at the Service for all to use and must not be taken home. Equipment taken from BEPS OSHC Service can disrupt programmed activities when missing, and many replacements are costly.
- Children using play equipment will be supervised at all time to ensure their safety when using the equipment. Equipment that should only be used under supervision will be stored in the storeroom, which can only be accessed with adult supervision.
- How children use the equipment, the value of equipment in supporting children learning and development, and spontaneous play, will be assessed with BEPS OSHC Service’s ongoing cycle of review and critical reflection.
- Educators and the Coordinator will determined which equipment is more appropriate, taking into account:
  - previous assessments of equipment use
  - durability and ease of maintenance
  - benefit to the children’s program
  - flexibility to create interesting and challenging environments for children
  - cultural value
  - opportunities for children to use the equipment in a variety of ways
  - ability to stimulate children’s curiosity
  - ability to encourage children to explore, discover and experiment
  - cost.
- The OSHC Management Sub-committee will determine an amount each year based on budget provisions for the program and seek educators’ input on compiling an existing resources inventory and a prioritised list of items of equipment to be purchase within the amount offered by the OSHC Management Sub-committee.
- Families are invited to provide information about the toys their children enjoy at home at the time of their enrolment and through continuous conversation with educators.
- The Coordinator is responsible for the purchase of new items and equipment.
  - The Coordinator will consult with other educators about the equipment requirements of BEPS OSHC Service.
  - The Coordinator will gain approval from the School Principal for any purchases over \$1000. The Principal will consider the budget through consultation with the Coordinator before approving purchases.
  - When large and/or expensive items are requested, the OSHC Management Sub-committee will determine BEPS OSHC Service’s budget limitations in consultation with the Coordinator.
- BEPS OSHC Service may accept donations of furniture, equipment and toys for children,

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through consultation with the Coordinator.

- Toys of war are not available or welcome at BEPS OSHC Service.

### **Special equipment for the inclusion of children with physical support needs**

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There are a number of specialist resource agencies providing equipment for loan to child-care services, building on their capacity to include children with high physical support needs. When BEPS OSHC Service includes a child with a diagnosed disability and has identified the need for specialist equipment, specialist equipment may be borrowed or purchased from such agencies.

This might include (but is not limited to) equipment to:

- provide access to the environment (portable ramps)
- position a child to allow participation (seating, adjustable tables, standing frames, positioning equipment)
- provide play experiences (switch toys, adapted bikes, swings)
- allow educators to safely lift, toilet and change a child.

### **Sources & Legislative References**

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SAI Global, *Portal for buying Australian Standards* <https://www.saiglobal.com/>

National Professional Support Coordinator Alliance 2012, *Getting started with policies for the NQF: Policies in Practice template – Equipment & Toys*, [www.pscalliance.org.au](http://www.pscalliance.org.au)

KidSafe [www.kidsafevic.com.au](http://www.kidsafevic.com.au)

<i>Education &amp; Care Services National Law Act 2010 (Vic) – Section 3(2)(a)(b); 3(3)(a)(b)(c)(f); 167; 168</i>
<i>Education &amp; Care Services National Regulations (2011) – Regulations 73, 75, 103, 105, 115 &amp; 122</i>
<i>My Time, Our Place, Framework for School Age Care in Australia</i>
<i>National Quality Standard for Early Childhood Education and Care &amp; School Age Care (2010) – Standards 3.1 &amp; 3.2, Elements 1.1.1, 1.1.2, 1.2.1, 1.2.2, 1.2.3, 2.2.2, 2.3.1, 2.3.2</i>
<i>Australian Standards for Equipment &amp; Safety – Safe Equipment Guidelines</i>
<i>Occupational Health &amp; Safety Act 2004 – Providing a safe environment</i>

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