**West Wilts Child Contact Centre**

**Toy Policy**

**1. Purpose and Scope**

West Wilts Child Contact Centre Child Contact Centre is committed to providing a safe environment for parentsand children visiting our centre. This policy will ensure that all toys/games used by children, 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 Coordinators and volunteers to:

* + Ensure all toys/games for use within ……………….. Child Contact Centre are fit for purpose
  + Ensure all toys/games are cleaned appropriately before and after use and stored correctly
  + Ensure all toys/games are checked at the beginning of every session for signs of damage or wear and tear.

1. **Introduction**

Toys and games are an important resource within contact centres 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 child contact centres is to promote positive parent-child relationships. Many toys and games encourage positive parent-child interaction, for example blowing bubbles with a toddler, imaginative play, ball games; for older children, games like Jenga and cards, computer games, pool; craft activities can be made appropriate to a range of ages and abilities.

Toys must be clean and meet BS standards.

**4. Responsibilities**

All staff and volunteers within the child contact centre must follow this policy.

**The Management Committee must:**

* + Ensure that staff and volunteers are aware of the contents of this policy.
  + Ensure there is an approved method for cleaning in place
  + Arrange a cleaning session for all toys and games at least twice a year.
  + Undertake an audit of compliance with this policy.
  + Review annually

1. **Criteria**

Toy/ 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 must be subject to annual PAT testing.

**Donations of toys and games**: Toys and games may be received from members of the public.These items must be checked by the Team Leader on duty 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 electrical games **must** be PAT tested before being used in the centre.

**6. Steps to be taken**

The Team Leader and volunteers will examine each toy/ game either prior or after each session to ensure that it is fit for re-use, i.e. check for broken parts/ faults/ loose wiring or replacement batteries etc.

After each session any dirty toys will be cleaned, taking special care over toys for babies ans young children.

**7**. **Cleaning Procedure**

The Committee will arrange a cleaning session at lest twice a year. Toys will be cleaned according to manufacturer’s instructions if available. The table below is a guide line.

|  |  |
| --- | --- |
| Wooden toys | • wipe with clean cloth and soap and water. Air dry. |
|  | Check for paint flaking, varnish flaking and splinters. |
| Books | • Books and posters should be examined for visible |
|  | soiling |
|  | • wipe the cover with detergent wipe during cleaning |
|  | schedule |
|  |  |
| Construction | Wash all bricks in a warm solution of detergent as per |
| Toys eg | manufacturer’s instructions |
| Lego | Spread out to dry |
| Plastic toys | Wash in soapy water. |
| Metal toys | Wipe with clean damp cloth (soapy water) |
| Hand held electronic toys (i.e. | • Damp wipe (disposable cloth and neutral detergent or |
| computers/ Gameboys/ CDs/ DVDs) | detergent wipes) |
|  |  |
| 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 instructions
* Dry with a clean paper towel
* Do not store toys wet

Signed…………………………………………….Signed…………………………………….

Date………………………………………………...Date………………………………………

Position……………………………………………..Position………………………………….