

### **Equipment and Resources Policy**

**The toys and equipment in pre-school provide opportunities for children, with adult help, to develop new skills and concepts in the course of their play and exploration. The resources and equipment we provide:**

- Are safe, sturdy and non toxic.
- Are appropriate for the ages and stages of the children.
- Offer challenges to developing physical, social, personal and intellectual skills.
- Feature positive images of people, both male and female, from a range of ethnic and cultural groups, with and without disabilities.
- Are set out in such a way as to enable children to be as independent as possible with most items being stored at child height and labeled with pictures for ease of recognition.
- Are set out in such a way as to provide distinct areas for different types of play. This allows children to find places to: be quiet and reflective or to be more boisterous; to snuggle in in a more homely atmosphere or to be uninhibited and messy if they want.
- Include a range of raw materials, which are non toxic and can be used in a variety of ways and encourages an open-ended approach to creativity and problem solving.
- Enable children, with adult support, to develop individual potential and move towards required learning goals.

### **Safety and Hygiene**

- All new equipment conforms to relevant safety regulations and is non-toxic sound and well made.
- All older equipment is checked at the beginning of each term to ensure that it is sound and safe for children to use. Broken or damaged items are immediately removed for repair or replacement. Larger equipment such as climbing frames are checked each time they are put out.
- Any second-hand equipment or materials new to the pre-school are carefully checked to ensure that they are non-toxic, safe and suitable for use by pre-school children before being used.
- All toys and equipment are cleaned at regular intervals throughout the year. Most items are cleaned at the beginning of each term. Parent volunteers take suitable boxes of toys home for a hot wash in the dishwasher or washing machine.
- Duvets and cushion covers are taken home for a hot wash at the end of each week, or more frequently where necessary.
- Trolley tops and tables are cleaned with an anti-bacterial spray at the end of each day.

### **New Play Equipment and Toys**

- The annual pre-school budget sets aside a small amount of money each year for the purchase and replacement of equipment and materials. Fundraising events are used to top this up where larger pieces of equipment are required.
- Equipment is kept under constant review to ensure that the needs of all children are being met. When new children join the pre-school, key people and the pre-school manager work with parents / carers to decide whether individual needs can be met with existing equipment or whether additional equipment is required.
- Any new purchases of toys or equipment are made through catalogues from well known suppliers of educational equipment, (and wherever possible from companies who are members of BESA). New equipment is checked to ensure it displays the 'lion' or 'CE' mark or relevant EEC standard.
- New equipment is chosen by the pre-school manager taking into consideration:
  - The ages, needs and interests of the children who will be using it.
  - The need to provide children with learning and play opportunities across all areas of the curriculum.
  - The need to challenge and stimulate and to provide materials that promote creative thinking.
  - The need to provide some furnishings that offer comfort and homelike familiarity.
  - The need to promote equal opportunities for all sections of the community.
  - Quality and value for money.
- Books, resource materials and toys are carefully screened to ensure that children are not presented with stereotypical images or subjected to discriminatory ideas.

***This policy was adopted at a meeting of the pre-school held on  
.....(date)***

***Signed on behalf of the pre-school .....***