



## SECTION 1 CHILDREN'S PROGRAM POLICIES

### 1.4 Equipment Policy

**Aim:**

1. To ensure that all children have equal access to appropriate equipment for their age and stage of development.

**Process:**

1. The Director will ensure that The Gums Childcare Centre's equipment meets Australian Safety standards where applicable.
2. Educators will conduct regular safety checks to ensure that all equipment is kept in good repair, and that any broken or damaged equipment is removed or repaired as soon as possible. Damaged equipment will either be disposed of immediately or a Hazard Identification and Work Request Report will be completed and handed into the Director / Assistant Director.
3. Hazard Identification and Work Request Reports are found in the staff room and used for Educators to record damages or breakages of equipment that requires attention by maintenance.
4. Educators will store and maintain all equipment in the correct manner as advised by the manufacturer.
5. Educators will ensure that all equipment is kept clean and hygienic.
6. When selecting equipment, The Gums Childcare Centre will consider durability, cost, value, and age appropriateness.
7. The Gums Childcare Centre prohibits toys that may encourage violent behaviour. This includes war toys such as guns and other weapons.
8. Educators will teach children to respect the equipment and encourage children to help set up and pack away equipment.
9. Any equipment or items that are donated to The Gums Childcare Centre will be checked by a Team Leader or the Director / Assistant Director for safety and suitability before use.
10. The purchasing of equipment is the responsibility of the Director / Assistant Director and Team Leaders in consultation with other Educators. Where possible equipment is sourced from recycled and reusable sources from local suppliers thus reducing the environmental footprint.
11. Educators will seek support from relevant agencies and/or professional advice when selecting specific equipment for children with additional needs.

SOURCE: Australian Safety Standards. [www.kidsafesa.com.au](http://www.kidsafesa.com.au)

Relates to Quality Area 3: Physical Environment, Standards 3.1, 3.2, 3.3 National Regulations 103, 105.

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Date of Implantation: July 2013

Date of Last Review: February 2017

Date of Next Review: February 2020