

Toy Policy

1. Purpose and Scope

Birmingham Salvation Army Child Contact Centre is committed to providing a safe environment for parents and children visiting our centre. This policy will ensure that all toys/games used by children with 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 Co-ordinators and volunteers to regularly:

- Ensure all toys/games for use within Birmingham Salvation Army Child Contact Centre are fit for purpose
- Ensure all toys/games are cleaned appropriately and stored correctly
- Ensure all toys/games are checked for cleanliness, signs of damage or wear and tear and meet BS standards.

3. Introduction

Toys and games are an important resource within our contact centres and it is vital that consideration is given to what is provided. A variety of toys and games should be available appropriate to the range of ages, abilities and reflecting diversity trying 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. The Briefing before each session will allow the volunteers to make toys and games available for those who will be attending that day and provide extra activities in the Extension Room when possible.

4. Responsibilities

- Ensure that volunteers are aware of the contents of this policy.
- Ensure there is an approved method for cleaning in place
- Devise a process to ensure that all toys/ games in the centre are cleaned as per this policy.

5. 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. (Roy Richley is the approved tester)

Donations of toys and games: Toys and games may be received from members of the public. These items must be checked by the Coordinator 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.

6. Steps to be taken

The Co-ordinator and volunteers will examine each toy/ game regularly to ensure that it is fit for re-use, i.e. check for broken parts/ faults/ loose wiring or replacement batteries etc. **Toys for babies and very young children must be cleaned after each session.** Most will be able to be washed or wiped with soap and water and then air dried. Fabric toys should be washed according to the manufacturer's instructions. Other Toys/games will be cleaned using detergent and warm water or detergent wipe if they are soiled or if not soiled, to be cleaned regularly.

An inventory of all items will be kept up to date. All toys/games plus their storage will be thoroughly checked and cleaned with specific items listed on a schedule to be cleaned each session This schedule, in the team's folder and on the toy cupboard door.

7. Cleaning Procedure

Check if the manufacturer gives any cleaning instructions, if not the list below gives some general guidelines.

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| Wooden toys | <ul style="list-style-type: none">• Use detergent wipes then air dry. Check for paint flaking, varnish flaking and splinters. |
| Books | <ul style="list-style-type: none">• Books should be examined for visible soiling and damage• Wipe the cover with detergent wipe |
| Construction Toys eg Lego | Wash all bricks in a warm solution of detergent as per manufacturer's instructions. The dishwasher can be used. 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. computers/ Gameboys/ CDs/ DVDs) | <ul style="list-style-type: none">• Damp wipe (disposable cloth and neutral detergent or detergent wipes) |
| Games | <ul style="list-style-type: none">• Detergent wipe as above |

Cleaning and Detergent:

- Use detergent wipes to clean 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

Cleaning products will be kept inside the Volunteers' Box in the Contact Cupboard with the cleaning schedule clearly visible.

Graham Andrews (Co-ordinator) 2018