

POLICY

POLICY 15: EQUIPMENT AND RESOURCES

OVERARCHING PERSPECTIVE:

Perspective: Quality Services
Policy: Services and Programs

POLICY:

Our Village Family Childcare Service will source equipment for use, such as cots, mattresses, pushers and toys that meet the current Australian/New Zealand standards . AS/NZS 8124 series for children's products. This equipment will be available for borrowing by Educators to enhance the provision of care.

Capital grants will be accessed when available for the purchase of equipment and toys.

SCOPE:

This document applies to all Educators, Families, Coordination Unit Staff, Volunteers and Students of Our Village Family Childcare Service.

RATIONALE:

To ensure the health, safety and wellbeing of children using Our Village Family Childcare Service.

PROCESS:

- Equipment purchased for children meets the compulsory AS/NZS 8124 Series for that piece of equipment, if relevant
- All equipment and resources used are age appropriate for the children
- The equipment is used at all times according to the manufactures instructions.
- A continuous risk assessment is conducted on all equipment and resources and any items that are broken or not working are immediately discarded.
- The equipment and resources are maintained in a clean and hygienic condition at all times.
- There is an adequate quantity of equipment for the children in care.
- There is an adequate quantity of resources for the children to minimize dispute, particularly with the younger age group who don't understand sharing.
- There is a variety of resources that reflect the cultural; diversity of the children and the local community.
- There is adequate variety of resources for the children to promote their curiosity and extend learning.
- Natural and recycled resources is encouraged and used in preference to manufactured items, where possible.
- Children are able to self select resources for play enabling children to develop their sense of agency.
- Purchases of new equipment must be recorded in the Harmony program.
- With the approval of the coordination unit staff, Educators may borrow items of equipment and toys based on need and availability. Details of date of the loan and return must be recorded in the Harmony program.
- All items of equipment are expected to be returned in good condition. Educators may be asked to replace or repair damaged items if the damage has been caused by neglect.

- On return of borrowed equipment, an assessment is carried out before the item is lent out again. Any equipment that appears aged and overly worn must be disposed of. If an item is approaching 10 years old it must be disposed of.
- A register of educator requests for equipment shall be maintained to ensure fair and equitable distribution of equipment.
- Equipment items not on loan will be stored at the Coordination Unit storage.

As part of the service monitoring, support and supervision of the Educators Coordination Unit staff will continue to support and mentor Educators with their curriculum.

DEFINITIONS:

Equipment – car seats, cots, strollers, highchairs, mattresses, booster seats, harnesses, etc.

Resources – puzzles, stationery items (crayons, textas etc,) dolls, cars, trucks, tricycles, prams, blocks etc.


REFERENCES:

Education and Care Services National Regulations, 2011
National Quality Framework

RELATED DOCUMENTS:

Occupational Health and Safety - 28
Sleep, Rest and Bedding - 9
Children's Learning and Development . Active Play - 43
Monitoring, Support and Supervision of FDC Educators - 21
(SCH) Duty of Care Policy

This box to be completed after final draft has been approved.

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Issue Number:	Four (4)	Next Review:	November 2019
Owner:	Manager, Family Day Care	Signed in accordance with Deed of Delegation: <div style="text-align: right;">1/12/2016</div>  <hr/> Marcus Bosch General Manager, Child, Youth & Family Services Signed by: Marcus Bosch	