

# POLICY NO 15: EQUIPMENT AND RESOURCES

**Key Policy Contact Person:** Manager, Our Village Family Childcare

**POLICY STATEMENT:**

Any equipment Our Village Family Childcare (OVFC) sources for use, such as cots, mattresses, prams/strollers, and toys will meet the current Australian/New Zealand standards – AS/NZS 8124 series for children’s products. Our Village may have limited supplies of equipment available for borrowing by Educators, in particular recently recruited Educators.

**CRITICAL INFORMATION:**

- All equipment and resources used are age appropriate for the children.
- The equipment is always used according to the manufacturer’s 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 always maintained in a clean and hygienic condition.
- There is an adequate quantity of equipment for the children in care.
- There is an adequate quantity of resources for the children to minimise dispute, particularly with the younger age group who do not understand sharing

**Contents**

POLICY STATEMENT: ..... 1

PURPOSE: ..... 1

SCOPE/RESPONSIBILITIES:..... 1

STATEMENT OF DIVERSITY ..... 2

DEFINITIONS:..... 2

PROCEDURES:..... 2

REFERENCES: ..... 3

RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:..... 3

VERSION CONTROL AND LEGISLATION: ..... 4

**PURPOSE:**

To ensure the health, safety and wellbeing of children using OVFC.

**SCOPE/RESPONSIBILITIES:**

This document applies to all Educators, Families, Coordination Unit Staff, Volunteers and Students of OVFC.

**STATEMENT OF DIVERSITY**

Sunbury and Cobaw Community Health is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQA+) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age.

**DEFINITIONS:**

<b>Equipment</b>	Car seats, cots, prams/strollers, highchairs, mattresses, booster seats, harnesses, etc.
<b>Resources</b>	Puzzles, stationery items (crayons, textas, etc), dolls, cars, trucks, tricycles, prams/strollers, blocks, etc.

**PROCEDURES:**

***Educator Equipment and Resources***

- 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 always used according to the manufacturer’s 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 always maintained in a clean and hygienic condition.
- 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 do not 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 manufacture items.
- Children can self-select resources for play enabling children to develop their sense of agency.

***Loan Equipment and Resources – Our Village Family Childcare***

The Service maintains a data base of equipment purchases, loans, and returns through the Harmony system. An audit of the equipment is undertaken to ensure it meets recommended Australian Industry Standards. All equipment purchased, provided, and used is in accordance with advice from current recognised safety authorities – for example KidSafe, VicRoads etc.

- Purchases of new equipment must be recorded in the Harmony program.
- The needs of the children in care are determined and suitable equipment is sourced (in accordance with recognised authority recommendations for car seats/restraints, weight and age recommendations for prams and cots).

- With the approval of the coordination unit staff, Educators may borrow items of equipment and toys based on need and availability.
- The Educator collects the equipment from the office, or where possible the coordinator will deliver it to the Educator during a home visit and record the items on the Equipment Loan Form
- Details of date of the loan and return must be recorded in the Harmony program.
- A demonstration of correct use of equipment (prams, cots) will be given to ensure the Educator understands how to use it appropriately.
- Educators upon receiving car seats/restraints from the service, must have them fitted by an approved car restraint fitter.
- All items of equipment are expected to be returned in good condition.
- Educators are to inform the Co-ordination Unit if equipment is damaged or in need of repair as soon as possible to always ensure child safety.
- 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 conducted before the item is loaned out again.
- Any equipment that appears aged and overly worn must be disposed of
- Car restraints must be disposed of if they have reached their 10-year expiry date (date usually located on the side of the restraint)
- 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.

#### REFERENCES:

- [Education and Care Services National Regulations, \(current version July 1, 2023\)](#)
- [National Quality Framework](#)
- [KidSafe Victoria](#)

#### RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:

- Occupational Health and Safety – 28
- Road Safety and Transport - 41
- Sleep, Rest and Bedding – 9
- Children's' Learning and Development & Active Play – 43
- Monitoring, Support and Supervision of FDC Educators – 21
- SCCH Client Empowerment Policy and Procedure
- Code of conduct - 40
- Environmental sustainability - 50
- SCCH – Code of Conduct
- SCCH – Environmental sustainability Policy and Procedure

**VERSION CONTROL AND LEGISLATION:**

For office use only (to be completed by the Quality, Safety & Compliance unit)			
<b>Document Owner:</b>	Chief Operating Officer	<b>Version Number:</b>	2.0
<b>Date Approved:</b>	3 July 2024	<b>Review Date:</b>	3 July 2027
<b>Document Type:</b>	Team	<b>Approved By:</b>	Chief Operating Officer
<b>Legislation:</b>	Education and Care Services National Regulations		