

Toy Policy

1. Purpose and Scope

Milton Keynes Children's Contact Centre is committed to providing a safe environment for parents and children visiting our centre. This policy will ensure that toys/games used by children, and their families are fit for purpose.

2. Aims

- This policy will assist the Coordinator and volunteers to:
- Ensure all toys/games for use within Milton Keynes Children's Contact Centre are fit for purpose
- Ensure all toys/games are clean and stored correctly
- Ensure all toys/games are checked at the beginning of every session for obvious signs of damage or wear and tear.

3. Introduction

Toys and games are an important resource within contact centres, and it is vital that consideration is given to what is provided.

A variety of toys and games should be provided appropriate to a range of ages, and abilities and reflecting diversity. Try not to 'gender' toys and play areas.

We will not allow the use of imitation guns and weapons in the Contact Centre or garden

An integral role of child contact centres is to promote positive parent-child relationships. Many toys and games encourage positive parent-child interaction, for example blowing bubbles with a toddler, imaginative play, and ball games; for older children, games like Jenga and cards, computer games, and pool; craft activities can be made appropriate to a range of ages and abilities.

We will endeavour to ensure that all toys are safe, by checking the brakes on bikes and other such toys before putting them out on a Saturday morning. However, it is not practical for us to clean all toys every Saturday after use. We will clean those which are obviously dirty or sticky but will expect parents using the Centre to alert us to any which are not and will provide detergent wipes for use by parents if they have a particular concern.

4. Responsibilities

All staff and volunteers within the child contact centre must follow this policy.

Co-ordinators must:

- Ensure that staff and volunteers are aware of the contents of this policy.
- Review annually

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.

Donations of toys and games: Toys and games may be received from members of the public. These items must be checked by the Coordinator or their Deputy 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. Donated electrical games must be PAT tested before being used in the centre.

6. Steps to be taken

Check toys as they are put out on a Saturday morning for any obvious signs of wear and tear. Check bikes and prams etc. to ensure that brakes are working and that hinges have not broken. A notice will be displayed in each waiting area advising parents to report any dirty toys to a member of staff/volunteer.

7. Cleaning Guidelines (to be used on toys as required)

Wooden toys - Wipe with a clean cloth and soap and water. Air dry. Check for paint flaking, varnish flaking and splinters.

Books - Books and posters should be examined for visible soiling, wipe the cover with a detergent wipe during the cleaning schedule.

For construction Toys eg Lego - Wash all bricks in a warm solution of detergent as per the manufacturer's instructions, and spread them out to dry.

Plastic toys - Wash in soapy water. Metal toys Wipe with a clean damp cloth (soapy water)

Handheld electronic toys (i.e. computers/ Gameboys/ CDs/ DVDs) - Damp wipe (disposable cloth and neutral detergent or detergent wipes)

Cleaning and Detergent:

- Use detergent wipes to wipe toys.
- If wipes are not available/suitable, use a fresh solution of detergent made up as per the manufacturer's instructions
- Dry with a clean paper towel
- Do not store toys wet

Toys in the Contact Centre

Please let one of the volunteers know if you come across a broken or dirty toy during your session on Saturday morning