

WODEN EARLY CHILDHOOD CENTRE

EQUIPMENT POLICY

POLICY STATEMENT: This Policy has been developed to ensure that all equipment purchases meet safety requirements and are relevant to our inclusive practice policy and to ensure there is evidence of resources which represent the diversity of background and experience of all Australian children and their families.

Woden Early Childhood Centre has a duty of care to provide all children, staff and families with a safe and healthy environment. This includes the provision of safe equipment in good condition. Woden early childhood centre is selective in the purchases it makes and ensures that equipment is well cared for. Damaged equipment is removed from use and a repairer sought.

Woden Early Childhood Centre defines equipment as all items which have been placed in the environment, primarily childrens toys, climbing resources, furniture, computers, and appliances.

It is understood that there is a shared legal responsibility and accountability between, and a commitment by, all persons to implement the Equipment Policy, procedures and practices.

Woden Early Childhood Centre also complies with best practice recommendations from recognised authorities.

This policy supports inclusive practices at Woden Early Childhood Centre. Please refer to the Inclusion Policy.

RATIONALE: Woden Early Childhood Centre complies with the Occupational Health and Safety Act 1989 states that “an employer shall take all reasonably practicable steps to protect the health, safety and welfare at work fo the employers employees” (Part 4 division 4.1, 31 1 1.

Woden Early Childhood Centre complies with Australian Standards when making purchases of equipment for the environment including the following

- 1) AS 4422-1996/Amdt 1-1999 : **Playground surfacing - Specifications, requirements and test method**
- 2) AS 4685.1-2004 : **Playground equipment - General safety requirements and test methods**
- 3) AS 4685.1-2004/Amdt 2-2008 Playground equipment - General safety requirements and test methods
- 4) [AS 4685.6-2004/Amdt 1-2008 Playground equipment - Particular safety requirements and test methods for rocking equipment](#)

SCOPE: This policy applies to all families with children attending the Centre and all Staff including students and volunteers.

RELEVANT LEGISLATION: Centre based children's Services Conditions August 2000 2.10, 2.11, 2.12, 2.38c), 2.47, 2.48, 2.49, 4.12,

QUALITY ASSURANCE SYSTEM: Quality Improvement and Accreditation System Quality Practices Guide. 2005 principle 5.1, 5.4, 5.5

LOCATION OF INFORMATION: This information is made available to all families and staff during the orientation process. It is included in the CD Policy given to each family and staff member on orientation as well as being mentioned in the family handbook and staff handbook. Printed copies can be made available on request for those families without computer access.

Linking Policies:

maintenance
occupational health and safety

Key Resources:

Early Childhood Australia, The Code of Ethics 2006, retrieved from www.earlychildhoodaustralia.org.au on 3 December 2008

Standards Australia (www.standards.org.au) December 16 2008

ACT Government, Occupational Health and Safety Act 1989 (www.legislation.act.gov.au/a/1989-18/default.asp) 16/12/08

Broadside, Community Child Care Co-Operative Ltd NSW, June 2005.

How our service caters for Ethnic and Linguistic Diversity – A Checklist and Action Plan, Fairfield City Council, 1997.

POLICY REVIEW

This policy is reviewed on a biannual basis both by the centres staff and then by families. Once the Policy has been reviewed and changes are made it goes to the management committee for ratification. Please refer to the Policy development and review policy.

Date endorsed by Committee: 24.3.09

Date to be reviewed: 4.3.10

PROCEDURES AND STRATEGIES

The following procedures are to be followed when purchasing, identifying, accounting for, maintaining and disposing items of Centre equipment:

IDENTIFICATION OF EQUIPMENT

A Child Care Centre equipment number is to be allocated and entered in the equipment register for the following items:

- all electrical equipment
- toys and play equipment
- all furniture eg. chairs, desks, beds
- maintenance equipment over the value of \$200.00

The name of the Child Care Centre and the equipment number must be clearly identified on all equipment. Where possible the identifying information should be engraved on the item.

EQUIPMENT INVENTORIES ~

All Centre non-consumable equipment is to be clearly identified on the inventory. The inventory must include description of the item, number of items, serial number and purchase date.

Inventory checks will be carried out six monthly. On completion of each six monthly inventory check the Director is to provide a detailed report to the Management Committee identifying the condition of equipment and equipment not found.

The Director is to document any item of equipment damaged, stolen, lost or unserviceable.

DISPOSAL OF CHILD CARE CENTRE EQUIPMENT

Before disposing any item of equipment the Director must be consulted.

EQUIPMENT PURCHASE CHECKLIST

- All purchases must meet Australian Safety Standards as well as ACT Standards. AS/NZS 4486.1:1997, AS/NZS 4422:1996, AS 2155-1982 and Playground Safety Standards AS/NZS 4685:2004.
- Items purchased for Under 3's must be larger than a film canister.
- Photographs and posters must represent the diversity of backgrounds of children, families and carers both in the service and in the wider community.
- Books & Stories depict relevant and contemporary images of diversity.
- Materials and dramatic play areas include items commonly used by families of many cultures.