

## Apple Tree Day Nursery Indoor Play Equipment Policy and Procedures.

*The Nursery Owner and Nursery Manager are responsible for purchasing equipment for the nursery and we ensure that it has EU/ British Standards approval that is age, stage and development appropriate for the children in our care.*

*Equipment for children of differing ages is kept separate due to the baby room being upstairs in the nursery and the 2-3yr olds rooms being downstairs in the nursery. All staff are asked to be vigilant at all times to ensure that the children come to no harm from the equipment, particular attention should be paid in the baby/ toddler area for toys that may present a choking hazard to very young children.*

*Risk assessments are carried out daily to ensure that equipment and resources are safe and when obtaining natural objects we will ensure that they are safe and do not pose a threat to any children with allergies.*

*All staff/ students/ volunteers or adults attending a placement in the nursery have a duty to the children in their care to ensure that all the equipment available to them is safe, clean, and secure and age appropriate.*

*None of the toys available to the children at the nursery should be faulty in any way.*

*All toys in the nursery should be cleaned on a regular basis. It is the staff who work in the rooms responsibility to ensure that the toys are cleaned and the details are recorded on a Cleaning Record Sheet. The nursery manager will oversee that the cleaning is being done.*

*\* For the toys in the baby room, every fortnight.*

*\* For toys in the 2-5yr old rooms, every month.*

*If found, any toys or equipment that is broken or faulty, e.g. loose bolts, missing parts, cracks and/or sharp edges should be removed immediately*

*and discarded or placed somewhere safe for repair at a later stage. This is to be recorded on a Damaged Equipment Log Sheet and the Manager is to be informed as soon as possible*

*Reviewed and agreed on*

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*Next review date*

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