



## POLICY FOR TOY WASHING AND EQUIPMENT CLEANING

In order to maintain the health and safety of the toys \* at Footprints there is a cleaning rota undertaken every term by parents currently at the Pre-school. This rota is overseen by a member of Footprints' committee in conjunction with Pre-school staff.

At the end of each term the Committee Member will discuss with staff which toys need cleaning, this is based on has it been well used that term, is it particularly messy (eg. garden utensils), does an item need mending. The Committee Member will also use the toy washing list (copy attached) to establish which toys haven't been cleaned.

The Committee Member will then draw up a list of toys and parents will put their name beside the item they wish to take home to wash/mend. The Committee Member will also ensure all toys are returned to Footprints at the beginning of the new term.

During the session the children are often involved in the washing of toys but this is not recorded for toy washing purposes. Staff, however, do check toys each session for safety and cleanliness and if not satisfied will wash the item before using in the session. This information will be passed to the Committee Member responsible for the rota for it to be recorded.

Toys have different uses and, therefore, do not need the same amount of washing. Assessment will be made by each member of staff of the toys in their area of responsibility and will advise the Committee Member on how often they feel each item needs to be cleaned.

By having this policy in place Footprints have a system whereby all toys are cleaned and monitored on a regular basis ensure health and safety at all time.

\* for the purposes of this policy the word toys is used but this refers to all toys, resources and equipment at Footprints.

**SEE ALSO HEALTH AND SAFETY POLICY**

Date reviewed.....8<sup>th</sup> February 2010

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