

Policy 5:

Toys, Resources and Equipment Policy

Updated January 2021

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Section 1:

What is the general information about this Policy?

What other Policies are relevant to this Policy?

Other relevant Policies are:

- Staff Policy – Policy 1
- Care, Learning and Play – Policy 2
- Physical Environment – Policy 3
- Safety – Policy 6
- Health – Policy 7
- Covid-19 Policy – Policy 7a Please note that whilst some Covid-19 measures are included in this policy, some that apply to this Policy are not. We have a detailed Covid-19 Policy which can be found here: <https://www.children-first.info/media/2862/covid-19-policy-7a.pdf> Examples would be that sometimes the Government guidance is specific about the visits of specialist teachers, visits to care homes, or Local Authority advisors visits.
- Equality, Diversity and Inclusion – Policy 9
- Special Needs, Disability and Inclusion Policy – Policy 10,
- Parent Partnership – Policy 12
- Safeguarding Children - Policy 13
- E-Policy – Policy 13b
- Environmental Concern – Policy 15

Who is responsible for this Policy?

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This Policy is the responsibility of all staff to implement within their roles at Nursery.

Who is responsible for monitoring this policy?

The Manager and Health and Safety Lead are responsible for monitoring this policy on a day to day basis and through monitoring and regular health and safety checks.

Who is responsible for reviewing this policy?

The Nursery Director and Nursery Coordinators are responsible for reviewing this Policy.

Who is responsible for this Policy?

This Policy is the responsibility of all staff to implement within their roles at the Nursery.

Section 2:

What are the aims of this Policy and what does the Policy Statement tell us?

What are the aims of this Policy?

This Policy ensures that our children have access to high quality, well maintained toys, equipment, resources and learning materials both in indoor and outdoor areas. When choices are available resources will be chosen which are made with natural materials and have the minimum of environmental impact. The Policy ensures that the Welfare Requirements are met.... *"When children have opportunities to play with ideas in different situations and with a variety of resources, they discover connections and come to new and better understandings and ways of doing things. Adult support in this process enhances their ability to think critically and ask questions"*.

What does the Policy Statement tell us?

We state that Nursery provides the very highest, quality, safe, equipment, toys, resources and learning materials for the children. We have a great wealth of equipment matched carefully to the ages and needs of the children. Equipment is selected according to our criteria and required attributes. All equipment must be well cared for and maintained in a clean hygienic condition by the staff. Resources must be stored in storage boxes in age appropriate rooms or storage areas. Equipment, resources and toys must be cleaned according to the Nursery Policy following the cleaning schedules set out in every room. This statement upholds the focus for the Welfare Requirements.

Section 3:

What are the selection criteria for new toys, equipment, resources and learning materials?

How are resources selected?

These criteria ensure quality provision of toys, equipment, resources and learning materials at Children-First. Resources must be:

- Of a very high quality,
- Reflect our multi-cultural society, diversity and inclusion in a positive way,
- Enable children to develop social, cognitive, physical and intellectual skills,
- Be gender neutral,
- Represent groups and cultures both in the community and across society,
- Reflect disability, age, sexual orientation, family constitution, different groups and lifestyles and class in a positive way,
- Meet the needs of the individual and group of children at the Nursery,
- Be sturdy and in excellent condition,
- Comply with fire safety requirements and meet fire regulations,
- Be appropriate to the ages of the children,

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- Be enjoyable and engaging for the children to use,
- Meet and support any child's particular or special needs as defined by doctor, physiotherapist, consultant or other agencies involved in the Childs' development and progress,
- Meet the requirements of Registration and the EYFS,
- Encourage and enable children to develop home languages and English,
- Meet the requirements of both mobile and non-mobile children,
- Support the learning of children with particular or special needs (SEND),
- Enhance the learning of children who are gifted or have special talents,
- Meet our Health and Safety Policy requirements,
- Meet our Equality, Diversity and Inclusion Policy,
- Include suggestions from Parents,
- Be made with environmentally friendly or natural materials wherever possible,
- Be robust and provide longevity,
- To support the monthly topic, new resources must be stored and labelled for future use.
- To support the Curiosity Approach initiative in each nursery.
- Audits from the Coordinator,
- Suggestions from parents and carers,
- Suggestions from Local Authority or other professionals or advisors,
- Resources the children ask for,
- Resources that provide open ended exploration and learning experiences.
- Resources that are natural or made from natural materials with low environmental impact.

What attributes do new toys, resources and equipment require?

All new toys, resources and equipment must:

- _____ Be age appropriate for our children in each room,
- Promote the intellectual, social, emotional, spiritual, cultural, physical and sensory development of the children,
- Fulfil the requirements of the points above,
- Comply with current British and European safety standards,
- Have the CE mark or stamp on the packaging and, or product,
- Meet our Diversity and Inclusion Policy and promote best practice and inclusion,
- Be attractive, stimulating for the children and be fun,
- Support the Curiosity Approach,
- Support process over product,

Section 4:

How does the Nursery choose safe toys, resources and learning equipment?

How are resources selected?

Every new resource is risk assessed thoroughly with our criteria reviewed to see if there is anything we can do to minimise the risk to all babies and children. All broken or damaged toys will be disposed of immediately to ensure the children do not become harmed whilst playing with the toys. New toys, resources and equipment are checked by Managers before being offered to children for them to explore. Resources may be selected from resource audits that are undertaken by the Nursery Coordinator. This may be as a whole nursery or individual area. Managers should use the results of the audits to source resources from nursery budgets where the need arises. Cohorts may also identify any gaps in learning or where children or groups of children are falling behind. The nursery manager should plan budgets to resource these areas and ensure children make progress. As each Nursery works towards the Curiosity Approach certain resources will be

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required to support the accreditation.

How does Nursery source furniture and large equipment?

Community Playthings furniture is used throughout the interior of the Nursery. This is an environmentally friendly, natural beech and hand-made option. It interconnects and provides limitless opportunities to set up and move around in different ways, recreating new and exciting spaces in large areas on a monthly basis. Outdoor furniture and equipment is sourced from a number of recognised educational suppliers. Occasionally we upcycle waste such as wooden cable reels or slices of log to provide new resources in our outdoor areas. This helps children learn about upcycling and turning waste into useful opportunities to support environmental concerns.

What about small toys for babies and safety?

Nursery uses specialist choke test cylinders to ensure the toys are of an appropriate size for the babies and toddlers. If the toy does not successfully pass the choke test cylinder will not be put in the room with the children. If you would like to see how we determine the size of toys please speak to the Nursery Manager who will be able to show you the choke test cylinder we use.

How are toys, resources and equipment, cleaned and sterilised?

A cleaning schedule in each room in every Nursery ensures the highest levels of hygiene. This means that every toy and resource is cleaned weekly in each room. Soft toys are sterilised by putting them in the washing machine with a germ killing detergent safe for young children. Hard toys are soaked in Milton. All toys are either soaked in the Milton or wiped over by Milton wipes including hard backed books. Milton sprays are used between different group play and the nursery is fogged every evening to sterilise resources and the environment.

Section 5:

How is ICT used in the Nursery to enhance learning and play?

What type of ICT experiences are offered to children in Nursery for learning and play?

In the very early stages children interact with sensory toys and equipment which may include light boxes. As children grow older they interact and explore the Nursery environment using a range of multimedia equipment, torches, digital cameras, thermometers and enjoy of listening to sounds and music using simple CD players, or with programs on the computer. In our Pre-School Rooms children have access to a children's computer and printer and educational programmes. This enhances learning and prepares children for school. Safeguarding is key and our robust E-Safety Policy covers all aspects of Safeguarding in E-Safety. Children also use electronic kitchen equipment that supports them to learn life skills and use ICT.

Only education. Short videos only, set a time limit and staff must review first. No commercial films. Snippets from documentaries may be used if linked to topic or interests but must also be watched first. E.g. David Attenborough.

Section 6:

How are diversity and inclusion resources sourced?

How are diversity resources sourced?

The Nursery prides itself on its extensive range of diverse resources reflecting a wide range of cultures and religions. Children are able to explore real artefacts and resources that are sourced from the local communities and families as well as those sourced from educational outlets. Children have access to a

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range of images and models of different types of families and different types of homes and houses. Staff are well trained in discussing different ways of life and children are interested in learning.

How are inclusion resources sourced?

The nursery sources a range of images and stories about children with disabilities and children are eager to learn and ask questions. Resources for children with individual needs are sourced from their individual planning and education, health and care plan.

What happens if a child receives resource funding?

The nursery will work with the local authority SENCO to identify planning and care plans that are required to help the child meet their goals. Resources will be purchased. The nursery will allow parents and carers of the child to share the resources also.

Section 7:

When are old toys, resources and learning equipment replaced?

What happens to old resources?

When using all pieces of Nursery equipment vigilance is essential. Items which are broken, damaged or worn will be removed from play and use and handed to the Manager. These will be repaired or disposed of and replaced. Equipment which is sound but no longer meets our needs will be upcycled through a Hackney Children's charity project by the Nursery Director. Resources **MUST NOT** be disposed of without the Managers consent. The disposal of resources is subject to investigation and potential disciplinary action.

How do we supplement the Nursery Resources?

We supplement Nursery Resources by:

- Using local libraries,
- Using local authority book loan schemes,
- Using toy loan schemes,
- Using clean safe natural items from the local environment and further afield,
- Using clean safe recycled items from home and recycling projects.
- Using the internet,
- Getting recycled resources from the Children's Scrap Project in Hackney to which we also donate,
- Swapping resources between the three sibling nurseries,

What is the replacement procedure?

Any item of equipment that is worn, damaged or outdated must be reported to the Manager. Disposal arrangements will be made. In a day Nursery providing full day care it is expected that replacement of equipment, toys and resources will be required each month. The Nursery Director will oversee replacement of large equipment and IT resources. Staff and Managers produce a wish list for the Nursery Director in the spring and review it during the autumn.

Section 8:

Does the Nursery rehome old toys and resources and how does Nursery do this?

Am I able to bring in my child's old toys and books?

We are very grateful for donations from our parents and families. Extra resources, books and equipment is always welcome. We are unable to accept soft toys or soft furnishings. Please speak to the Nursery Manager

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so that our criteria and safety can be discussed before bringing in resources. Natural and wooden resources are what the children enjoy the most.

What does the Nursery do with items in good condition that are no longer required?

Sometimes we replace larger resources such as beds or trays as part of refurbishing the Nursery and maintaining outstanding standards. The Nursery Director, removes the old items and either gives them to The Children's Scrap Project in Hackney or recycles them by selling them to another Nursery. We may also donate any good condition toys/resources to charity if a charity is in need.

Section 9:

How does Nursery incorporate messy play into the curriculum?

What procedures does Nursery have for messy play?

There are different procedures in place to ensure messy play is carried out as safely as possible:

- All activities are closely supervised to ensure the children's health and safety.
- All the equipment used is bought from reputable companies and age appropriate.
- All equipment such as paint, glue or sand is checked for safety of use and side effects.
- The children will be encouraged to wear aprons but sometimes it will be inevitable that children will get materials on them or their clothing as their enthusiasm to be involved means that they forget aprons and do not want to leave the activity.
- After all activities children will be encouraged to wash their hands.
- Babies will be cleaned by member of staff, in the Baby Room. In older children's rooms, we have sinks, soap and paper towel dispensers, so that children can attempt to wash their own hands building on their independence and confidence. The children in the Pre-school Room are encouraged to go to the sink and wash their own hands in preparation for the expectations of school.
- Should a child get their clothes dirty or wet they will be changed into their spare clothes. Children without spare clothes, will be dressed in Nursery clothes.

What messy play does Nursery offer?

We use a variety of messy play in Nursery such as:

- Water,
- Cornflour,
- Cooked rice or pasta,
- Lentils and pulses,
- Cereal,
- Jelly,
- Ice,
- Sterile compost and stones,
- Cornflour and water,
- Sterile bark chips and wood chips,
- Other messy play experiences which children will enjoy.

The children are able to explore different textures freely on either large builder trays, on the floor or in specialist Nursery stands or in smaller trays on low tables indoors or out in the garden. All activities are carefully supervised to ensure the children's health and welfare are top priority at all times. Utensils and other equipment used are cleaned and, or sterilised after each use and the children are encouraged not to put play equipment into their mouths, although sometimes this is unavoidable.

How does Nursery cater for allergies in messy play?

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We will always ensure children's allergies are noted before taking part in messy play. These are always displayed in the children's rooms to ensure all staff are aware of allergies and messy play activities are planned with this in mind.

Section 10

How does the nursery support the Curiosity Approach with toys, resources and equipment?

What types of resources does the nursery use for the Curiosity Approach?

The nursery seeks treasure like, real resources for children to explore in line with the Curiosity Approach. Resources mirror the home and the family environment from around the home. Resources should encourage children to explore using their curiosity.

Why does the nursery use real breakable resources?

The nursery uses real breakable resources to support children to have respect and understanding for the resources they explore. Children are able to create their own risk assessments as they explore with caution and carefulness. Resources are not disregarded or thrown on the floor like many plastic resources.

How does the nursery support process over product?

The nursery does not invest in pre-made products for children to decorate. The nursery uses real open end resources to allow children to explore in the creativity process and create their own interpretations of create work.

How do we source Curiosity Approach resources?

We source resources through educational companies and outlets such as on line platforms as well as boot sales and from parents family homes.

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