



Toy Library Policy

December 2014

SCOPE:

This policy applies to all **Personnel, Members & Families** who utilise the Toy Library facility, including the use of toys and resources during Sessions and the cleaning of toys and equipment.

RELEVANT INSTRUMENTS:

1. Australian Competition and Consumer Commission (2014), *Product Safety Australia: Toy*
<http://www.productsafety.gov.au/content/index.phtml/itemId/971502v.au>
2. *Work Health and Safety Act 2011*

RATIONALE:

PCCM offers families the opportunity to borrow resources from a toy library program. The resources will include toys, games, puzzles, DVD's and books, along with their storage containers. Families are invited to request that particular resources, or types of resources, be bought to a Session, or may select from the resources on offer at a Session. PCCM strives to minimise the risk of resources related accidents, injuries and illnesses, by providing age appropriate, stable, durable and easy to clean resources.

PRACTICES:

Borrowing

1. **Families** must be financial members of PCCM, having agreed to the Toy Library Policy on the Enrolment Form, to borrow resources.
2. **Families** will be supplied with a copy of the Toy Library Policy upon Enrolment.
3. Items are to be borrowed for the duration between Sessions, with an extension of period at the discretion of the **Co-ordinator**.
4. A limited number of items may be borrowed per Family, at the **Co-ordinator's** discretion.
5. Staff may decline requests for particular items when these resources are required for programming purposes.
6. **Families** are accountable for the care of the equipment and ensuring that all items/pieces are returned clean and in good condition.

7. Families may be asked to contribute to the cost of replacing lost or damaged items.
8. Families who do not abide by these guidelines or fail to act ethically shall be notified of further proceeding by the **Co-ordinator, Director** and PCCM Committee.

Supplying & Purchasing:

When supplying resources at Sessions, for Toy Library borrowing or when purchasing, staff check:

1. for design and manufacture quality, including flammability; sharp edges and rough surfaces; washability; breakability; toxicity; ventilation and harm caused by non-appropriate use.
2. for age appropriateness
3. that storage containers are appropriate for the contents (size and weight) and that all storage containers have detachable lids to avoid 'trapping'.
4. regularly for loose, detachable or broken parts. Repair broken toys or discard if not repairable.
5. that resources are used safely and correctly, encourage the appropriate use of resources, supervise activities, and arrange play areas where toys can be used safely.
6. cleanliness, wash toys as often as required using warm soapy water and allow to dry in sun. Non submergible equipment must be wiped with a dilute eucalyptus solution and dried in the sun.

ABBREVIATIONS:

PCCM – Paroo Contact Children’s Mobile Incorporated

DEFINITIONS:

Children: All children, 0-12 years, who are enrolled at the **Service**, children of **Families** or **Members** utilising the **Service**.

Co-ordinator: Educational Leader responsible for delivering effective and efficient Early Childhood Programs within the parameters of the Service’s funding agreement and compliant to all relevant legislation and regulations.

Director: Service Manager responsible for the overall management of the Service and ensuring compliance with all relevant legislations, regulations and funding agreements.

Families: All families using the **Service**, regardless of how that family is structured.

Members: All current members of Paroo Contact Children’s Mobile Inc. other than the Management Committee.

Personnel: all permanent, temporary and casual staff, volunteers, student placements and the Management Committee.

Service: Paroo Contact Children’s Mobile Incorporated.

RELATED POLICIES & DOCUMENTS:

Enrolment Forms

Toy Library Procedures

VERSION CONTROL:

This version supersedes and merges:

Toy Cleaning V1 (n.d.)

Toy Library Policy V1 (May 2010)

Toy Library Policy V2 (April 2012)

Toy Safety V1 (March 2012)

Ratified: 19/12/2014 by PCCM Management Committee

Review Date: 2019 [5 years after ratification], or as required due to legislation, regulation or constitution changes.