



## CCCC - Toy Policy

### 1. Purpose

Chichester Child Contact Centre (CCCC) is committed to providing a safe environment for parents and children visiting our centre. This policy will ensure that all toys / games used by children and families are clean, safe and fit for purpose.

### 2. Aim

This policy will assist the Coordinator, Team leaders and volunteers to:

- Ensure all toys / games are suitable and fit for purpose
- Ensure all toys / games are clean before and after use
- Ensure all toys / games are safe and free from damage or wear and tear

### 3. Introduction

Toys and games are a crucial resource within contact centre. It is vital that consideration is given to what is being provided to children.

The Centre should provide a variety of toys and games, appropriate to a range of ages, abilities and reflecting diversity. Try not to 'gender' toys and play areas.

An integral role of child contact centres is to promote positive parent-child relationships. Toys and games encourage positive parent-child interaction, for example blowing bubbles with a toddler, imaginative play, ball games; for older children, games like Jenga and cards, computer games, air hockey; craft activities are available for a range of ages and abilities.

Toys must be clean and meet British Standards for toy safety.

### 4. Responsibilities

All staff and volunteers within the child contact centre must follow this policy.

Managers (Coordinator and Team leaders) must also ensure:

- Staff and volunteers are aware of the contents of this policy
- There is an approved method for cleaning in place
- A process is in place to ensure that all toys / games in the centre are cleaned in line with this policy
- An audit of compliance is taken to ensure this policy is followed
- The content of this policy is reviewed annually

### 5. Criteria

Toy / games selection and purchase:

- Toys / games with hard surfaces (plastic, vinyl, varnished or painted wood, metal) are preferable as they can be thoroughly cleaned

- Toys / games with fabric parts should be avoided where possible. If used, they must be laundered regularly.

Donations of toys / games:

Any toy / game received from members of the public must be checked by the Coordinator or Team Leaders and will be dealt with as appropriate. We will not receive soft toys made of fabric which cannot be laundered in accordance with infection control policies and guidelines.

PAT Testing:

All purchased or donated electrical items must be subject to annual PAT testing. Donated items will also be required to be PAT tested, before they are circulated into the centre.

## 6. Steps to be taken

The Coordinator and volunteers will examine each toy / game either prior or after each session to ensure that it is fit for re-use, i.e. check for broken parts / faults / loose wiring or replacement batteries etc.

Toys for babies and young children must be cleaned before / after each session. Most will be able to be washed or wiped with soap and water and then air dried. Fabric toys should be washed according to the manufacturers' instructions.

Other toys / games will be cleaned using detergent and warm water or detergent wipe if they are soiled or if not soiled, to be cleaned on at least a monthly basis. A cleaning schedule should be drawn up, signed and dated when cleaning has been conducted.

## 7. Cleaning procedure

The Coordinator must ensure that designated staff or volunteers distribute, check, and regularly clean all toys and games. Manufacturers' cleaning instructions should be followed wherever possible; if unavailable, the general guidelines below apply.

Toys or Games	Cleaning Guidelines
Wooden toys	<ul style="list-style-type: none"> <li>• wipe with clean cloth and soap and water. Air dry. Check for paint flaking, varnish flaking and splinters</li> </ul>
Books	<ul style="list-style-type: none"> <li>• Books and posters should be examined for visible soiling.</li> <li>• wipe the cover with detergent wipe during cleaning schedule</li> </ul>
Construction Toys e.g. Lego	<ul style="list-style-type: none"> <li>• Wash all bricks in a warm solution of detergent as per manufacturers' instructions. Then spread out to dry</li> </ul>
Plastic toys	<ul style="list-style-type: none"> <li>• Wash in soapy water</li> </ul>
Metal toys	<ul style="list-style-type: none"> <li>• Wipe with clean damp cloth (soapy water)</li> </ul>



Handheld electronic toys (i.e. Nintendo Wii / Gameboys/ CDs/ DVDs)	<ul style="list-style-type: none"><li>• Damp wipe (disposable cloth and neutral detergent or detergent wipes)</li></ul>
Board games	<ul style="list-style-type: none"><li>• Damp wipe as above</li></ul>

## 8. Cleaning and Detergent

- If detergent wipes are unavailable / unsuitable, a fresh solution or detergent can be made up as per manufacturers' instructions to clean toys / games
- Gloves should be made available for volunteers / staff to use when conducting cleaning tasks
- Toys / games must be dried with a clean paper towel or aired dried
- Toys / games must NOT be put away wet