



SOMERVILLE FEDERATION

Equipment Policy

Headteacher.....

Date.....

Chair of Governors.....

Date..... Review Date.....

Equipment Policy

Outdoor and indoor spaces, furniture, equipment and toys must be safe and suitable for their purpose – EYFS legal requirements

Aim of policy

To provide appropriate equipment and resources for children and for them to conform to safety standards

Procedure

- **We will offer a range of toys, resources, opportunities and experiences appropriate to the numbers of children, their ages and developmental stage. We will use Early Years Foundation Stage Practice Guidance and Statutory Framework to inform practice.**
- **We will promote inclusion and accessibility through the opportunities we provide, whatever the abilities or needs of all children. We will provide additional resources appropriate for individual needs.**
- **Our equipment and visual images will develop children's knowledge and understanding of the diversity within our communities and our families. A member of the staff team will be the named person, with responsibility for equal opportunities within Somerville Nursery School.**
- **We will continually review our practice to ensure we are not discriminating through the play opportunities, resources, and equipment we provide, or through our personal behaviour. We will comply with the Local Authority's code of practice and seek advice from the named person within the council. We will also seek information from both local and national organizations to ensure we promote best practice in our Somerville Nursery School.**
- **All toys and equipment will be stored safely when not in use.**
- **We will encourage children to make choices from a varied range of equipment, without relying on adult support. All boxes will have visual and written clues to enable children to make informed choices. All written clues will be laminated and using non-reflective materials, to ensure they are suitable for children/adults who are visually impaired.**
- **We will risk assess each playroom and the room supervisor will check on a daily basis prior to children attending that there are no damaged or broken items, and that all equipment is working in line with suppliers' information.**
- **The outdoor provision will also be risk assessed.**
- **All equipment information is to be stored in the School Office. All new staff will as part of their induction and our Health and Safety Induction, be shown how to use equipment. We as employers have a duty to**

ensure staff have information to protect both themselves and the children. Staff have a duty to implement any safety requirements. Not adhering to the supplier's safety requirements could result in an accident.

- **Under the Health and Safety Work Act employers could be liable if they do not provide information for staff on how to use the equipment.**
- **All equipment will be purchased from reputable suppliers and comply with the relevant British and European Standard. Staff will continuously assess the resources and the suitability for the children involved in the activities.**
- **Generally, the school does not accept donated items. Items such as children's clothing in good condition may be accepted at the Assistant Head Teacher's discretion. Items would have to comply with relevant British and European Standards (if appropriate) and be clean and fit for purpose and safe for use by/with children.**
- **Equipment will be cleaned with anti-bacterial wipes. The staff team will identify how often equipment will be cleaned, i.e. daily, weekly, or more often.**
- **When having snack at all times plates will be provided, to be used with the appropriate utensils. We will acknowledge the differences in eating within our local community.**
- **We will provide, as much as is possible, a home from home environment, having equipment, which will allow children to play and relax, according to their needs. Comfortable seating will be used by staff, to give children the opportunity to have stories, one to one time, and time to snuggle up.**
- **All our furnishings will comply with the required British Safety Standard and meet the fire retardant regulations. Any loose mats will be assessed to minimize the risk of being a tripping hazard.**
- **A full risk assessment of the premises will be undertaken and resources will be purchased to protect the children when in our care. For example, the use of electric socket covers.**
- **Any damaged toys/equipment will be removed immediately, entered in the log book and, following discussion with the Head Teacher either removed permanently or stored for repair.**