

## EQUIPMENT POLICY

### RATIONALE:

Educators are to provide their childcare service with safe and suitable equipment and facilities. Where applicable, the equipment is to comply with the applicable Australian standard.

### POLICY:

1. The educator's premises and all equipment and furnishings used in providing the service at the home must comply with the applicable regulations and/or standards, and be maintained in a safe, clean, hygienic condition and in good repair.
2. The educator's premises are required to comply with the relevant safety standards for Family Day Care homes. Educators will complete a formal safety audit of the registered premises prior to the scheme's annual review of educator registration. Scheme staff will review the educator's safety audit and any areas identified as requiring action are to be rectified by the educator, prior to the annual renewal of the educator's registration.
3. Educators should provide an adequate amount of equipment to provide appropriate choices for children and to suit the varying ages of children in care. All equipment used should comply with the applicable regulations and standards.
- 4. Play equipment should meet the fall-height, fall-zone and under-surfacing (softfall) recommendations of Kidsafe NSW. (refer Family Day Care Safety Guidelines, 5<sup>th</sup> Edition (Kidsafe NSW) cl.2.4.1; 2.4.2; 2.4.3) In situations where equipment specifications do not meet Kidsafe NSW recommendations, the educator is to complete a documented risk assessment to demonstrate how the safety of the children is ensured.**
5. Clarence Family Day Care can provide educators with 'toy kits' that are on loan and can be swapped regularly. These kits contain puzzles, games to enhance cognitive skills, discrimination and manipulative skills, and building sets. Some toy kits contain musical instruments and other incidental activities such as tracing templates. Educators need to be aware that children should only have access to age appropriate toys. If in any doubt, educators should isolate the toy or equipment from the child, and seek advice from their coordinator or other child care professional.
6. Where any building separate from the educator's family residence at the registered premises of the educator is used in the provision of Family Day Care, such building is required to comply with the applicable regulation and to meet all required safety standards.
7. Educators are expected to maintain all equipment and toy kits borrowed from the scheme in a clean and hygienic condition.
8. Educators are expected to conduct regular checks of all equipment and toys used in their service to ensure they comply with applicable standards and are safe and appropriate for the ages of children in care.
9. All broken equipment and broken toys must immediately be removed from play areas.
10. See also '[Activities Policy](#)', especially the 'Use of Machinery' section.

**Relevant Legislation:** *Education and Care Services National Regulation 2011*  
*Work Health and Safety Act 2011;*

**Key Resources:** *Family Day Care Safety Guidelines, 5<sup>th</sup> Edition, Kidsafe NSW, 2012;*