



Birmingham Child Contact Centre

Toys Policy

1. Purpose and Scope

Birmingham Child Contact Centre is committed to providing a safe environment for parents and children using the Contact Centre. This policy will ensure that all toys and games used by children and their families are clean and fit for purpose. The guidance within this policy is evidence based and reflects best practice.

2. Aims

This policy will assist Coordinators and volunteers to:

- Ensure all toys/games for use within Birmingham Child Contact Centre are fit for purpose
- Ensure all toys/games are cleaned appropriately after use and are stored correctly
- Ensure all toys/games are checked at the beginning of every session for signs of damage or wear and tear

3. Introduction

Toys and games are an important resource within Birmingham Child Contact Centre and it is vital that consideration is given to what is provided.

A variety of toys and games should be provided which are appropriate to a range of ages and abilities and reflect diversity. BCCC will endeavour not to have specific 'gender' toys and play areas.

Toys will be clean and meet BS standards.

An integral role of a Child Contact Centre is to promote positive parent-child relationships. Many toys and games encourage positive parent-child interaction, for example blowing bubbles with a toddler, imaginative play; for older children, games like Jenga and cards; craft activities can be made appropriate to a range of ages and abilities.

4. Responsibilities

All volunteers within the Child Contact Centre must follow this policy.

The Volunteers & Families Co-ordinator / Duty Coordinator must:

- Ensure that volunteers are aware of the contents of this policy
- Designate volunteers to check the toys and games before each session and to ensure they are clean before putting away.
- Ensure there is an approved method for cleaning in place
- Devise a process to ensure that all toys/ games in the Centre are cleaned in accordance with this policy.
- Review annually

5. Criteria

Toy/games selection and purchase:

Toys/ games with hard surfaces (plastic, vinyl, varnished or painted wood, metal) must be able to be thoroughly cleaned.

Where toys/ games with fabric parts must be used, these parts will be able to be laundered.

Electrical games must be subject to annual PAT testing.

Donations of toys and games: Toys and games may be received from members of the public. These items must be checked by the Volunteers & Families Co-ordinator / Duty Coordinator to determine if they are appropriate. Soft toys made of fabric will not be accepted unless they can be cleaned in accordance with infection control policies and guidelines. Donated electrical games **must** be PAT tested before being used in the Centre.

6. Steps to be taken

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

Toys for babies and very young children **must** be cleaned after each session. Most will be able to be washed or wiped with soap and water and then air dried. Fabric toys are not provided by BCCC. Other toys/games will be cleaned using detergent and warm water, or detergent wipe, if they are soiled. If not soiled they should be cleaned at least once a month. A notice could be displayed in each waiting area advising parents to report any dirty toys to one of the volunteers.

7. Cleaning Procedure

The Volunteers & Families Co-ordinator / Duty Coordinator will delegate volunteers to check toys and games each session and to clean toys on a monthly basis. Check if the manufacturer gives any cleaning instructions, if not the table below gives some general guidelines:

Wooden toys	<ul style="list-style-type: none"> • wipe with clean cloth and soap and water. Air dry. Check for paint flaking, varnish flaking and splinters.
Books	<ul style="list-style-type: none"> • Books and posters should be examined for visible soiling • wipe the cover with detergent wipe during cleaning schedule
Construction Toys eg Lego	<p>Wash all bricks in a warm solution of detergent as per manufacturer's instructions Spread out to dry</p>
Plastic toys	Wash in soapy water.
Metal toys	Wipe with clean damp cloth (soapy water)
Hand held electronic toys (i.e. computers/ CDs/ DVDs)	<ul style="list-style-type: none"> • These are not allowed by BCCC
Games	<ul style="list-style-type: none"> • Damp wipe as above

Cleaning and Detergent:

- Use anti-bacterial detergent wipes to wipe toys.
- If wipes are not available/suitable, use a fresh solution of detergent made up as per manufacturer's instructions
- Dry with a clean paper towel
- Do not store toys if wet.