

Policy No: CE-POL-030/2.1/2014

## Equipment Policy

**Custodian:** Management  
Committee

**Custodian Contact:**  
[dl.5363\\_administration@schools.  
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**Version No:**2.1

**Approved By:**

Alison Cooksley

- Chairperson

**On behalf of the Management  
Committee.**

**Approval Date:** 9/12/21

**Next Review Date:** 9/12/24

**Supersedes:** Equipment Policy  
Version 2

### 1 Purpose:

Children have the right to an education that develops their personality & talents to the full, and a right to engage in a wide range of play and leisure activities. (UN Convention on the Rights of the Child).

The purpose of this policy is to ensure all resources and equipment used at the centre support those rights, are appropriate to the developmental stages, interests, and social and cultural considerations of each child at the Centre and meet Australian safety standards. Whenever practical, the Centre will source resources that support sustainable practices.

### 2 Scope:

Approved Provider (at this site we have 2  
Approved providers-Department for Education &  
the Management Committee)  
Nominated Supervisor  
Educators  
Children & Families  
Students & volunteers

### 3 Supporting Documents:

[UN Convention on the Rights of the Child](#)  
[Early Childhood Australia Code of Ethics](#)  
[Accident Prevention Policy](#)  
[Water Safety Policy](#)

### 4 Policy Details:

This policy applies to the wide range of materials and equipment used throughout the Centre including furniture, electrical appliances, digital equipment, outdoor equipment, art supplies and learning resources for children.

The Director and educators will determine which equipment is of most benefit to the children and the programme, taking into account; sustainability of materials, durability, easy maintenance and cost. Large and/or

expensive items of equipment will be reviewed by the Management Committee to ensure they are within the Centre's budget.

## 5 Procedures:

Educators will ensure that all toys and equipment are maintained, used and stored in a safe, clean, hygienic condition.

Educators will model and guide children in how to use equipment appropriately. Children will be carefully introduced to new resources & pieces of equipment and taught how to use and care for them appropriately.

The use of equipment which involves the use of water will be used under the direct supervision of staff members. All equipment will be emptied of water when not in use, and stored in such a manner that it cannot collect water.

Equipment will be checked regularly by educators to ensure it is in a clean and safe condition.

Staff input on compiling a prioritised list of items of equipment will be sought regularly. The Director will be ultimately responsible for any purchases of equipment.

Parents will be invited to provide information about the toys their children enjoy at the time of enrolment and at intervals thereafter.

All new equipment will be checked against Australian Safety Standards.

Equipment that should only be used under supervision will be stored in a safe place when not in use.

All equipment purchased for the Centre will be within budget limitations.

In considering sustainability of purchasing, when possible, we will endeavour to:

- source upcycled & repurposed equipment, or materials from nature
- purchase items with recycled content & that can be recycled
- consider the durability of items
- consider the energy rating and water efficiency rating of equipment
- consider the lifecycle of the equipment, such as whether they can be repaired or upgraded (in the case of electronic equipment) to extend their life

Toys which encourage violence or inappropriate behaviour will not be purchased.

Any equipment donated to the Centre will be checked by a Team Leader to ensure safety and appropriateness of use.

## 6 Related Regulations and Legislation

### Education and Care Services National Regulations 2011

Reg103 Premises, furniture and equipment to be safe, clean and in good repair  
Reg105 Furniture, materials and equipment- each child being educated and cared for by the education and care service has access to sufficient furniture, materials and developmentally appropriate equipment suitable for the education and care of that child.

## 7 Definitions of Terms:

**DfE-** Department for Education

**sustainable practices-** A holistic approach to sustainability includes the natural, social, political and economic dimensions as defined by UNESCO (2010).

## 8 References:

Kids safe website, accessed on-line 25/9/121 at [url:http://www.kidsafe.org.au](http://www.kidsafe.org.au)

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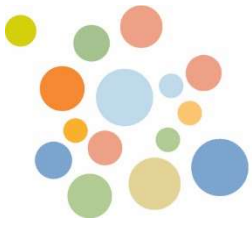
“Sustainable purchasing guidelines”, University of Queensland, accessed online 19/9/21 at url: <https://sustainability.uq.edu.au/projects/recycling-and-waste-minimisation/sustainable-purchasing-guidelines>

## 9 Review Strategy and History:

Review should be conducted every 3 years to ensure compliance with this procedure

Version No.	Reviewed By	Approved By	Approval Date	Revision Description
1	Management Committee Educators Families	Maud Giles Chairperson	26/11/14	New policy format

2	Management Committee Educators Families	Scott Dolman	22/6/17	Updated referencing Minor wording changes Inserted section 6 & statement about rights Changed review schedule to 3 years/ updated review history
2.1	Management Committee Educators	Alison Cooksley Chairperson	9/12/21	Updated regulations, references & reviewing strategy Content changes to include sustainability



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