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Document.	009	Equipment & Resources Policy			
Revision	03	Approved By	P Whateley	Approval Date	31/10/14

Scope

This policy applies to all provision for early years aged children, and also – where appropriate – to before and after school provision and walking bus provided by Duchy Pre-school and Playgroup for primary school aged children attending The Duchy School in Bowley Meadow.

Statement of intent

We believe that high quality care and education is promoted by providing children with safe, clean, attractive, age and stage appropriate resources, toys and equipment.

Aim

We aim to provide children with resources and equipment which help to consolidate and extend their knowledge, skills, interests and aptitudes.

Methods

In order to achieve this aim:

- we provide play equipment and resources which are safe and - where applicable - conform to the BSEN safety standards or Toys (Safety) Regulation (1995);
- we only purchase resources from appropriate suppliers (i.e. YPO, TTS, Early Learning Centre) and maintain a list of approved suppliers.
- we provide a sufficient quantity of equipment and resources for the number of children;
- we provide resources which promote all areas of children's learning and development, (which may be child or adult led)
- we select books, equipment and resources which promote positive images of people of all races, ages, cultures and abilities, are non-discriminatory and avoid racial and gender stereotyping;
- we provide play equipment and resources which promote continuity and progression, provide sufficient challenge and meet the needs and interests of all children;
- we provide made, natural and recycled materials which are clean, in good condition and safe for the children to use;
- we provide furniture which is suitable for children and furniture which is suitable for adults;
- we store and display resources and equipment where children can safely and independently choose and select them;
- we check all resources and equipment regularly as they are set out at the beginning of each session and put away at the end of each session. We repair and clean, or replace any unsafe, worn out, dirty or damaged equipment;
- we keep an inventory of resources and equipment.
- we use the inventory to:
 1. review the balance of resources and equipment so that they can support a range of

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activities across all areas of play, learning and development;

2. and record the dates and results of checking the resources and equipment;

- we provide adequate insurance cover for the Pre-school/Playgroup's resources and equipment;
- we plan the provision of activities and appropriate resources so that a balance of familiar equipment and resources and new exciting challenges is offered.

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Responsibility for periodic review	Facilities Sub-committee
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Document History

Rev	Changes	Date	Approval
00	Previous changes incorporated for AGM	17/05/10	AGM
01	Reviewed for AGM	15/11/11	AGM
02	Addition of scope statement	02/01/14	PNW
03	Reference to safe access (following Risk Assessment)	31/10/14	PNW

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