**KNIGHTWOOD KIDS CLUB**

 **OFSTED REGISTRATION NUMBER 110551**

 **CHARITY NUMBER 1081786 – KIDS CLUB NETWORK 4734**

 **C/O KNIGHTWOOD PRIMARY SCHOOL, BELLFLOWER WAY,**

 **CHANDLERS FORD, HAMPSHIRE SO53 4QH**

 **EQUIPMENT POLICY**

**Knightwood kids club is committed to providing children with access to a wide range of equipment that stimulates enjoyment, learning and development, both indoors and outdoors.**

**All furniture, toys and equipment are kept clean, well maintained and in good repair, and in accordance with BS EN safety standards or the Toys (Safety) Regulations (1995) where applicable.**

**Equipment will be properly maintained and inspected in accordance with manufacturer’s instructions. All electrical toys and equipment are subject to PAT (Portable Appliance Testing), and that relevant staff are trained on the correct use of computers and other IT equipment.**

**Levels of staff supervision will be sufficient to ensure that the safety of children is assured, and set according to the type of equipment being used, along with the ages and number of children involved in a given activity. Large equipment is erected with care and checked regularly.**

**All equipment and resources will be selected with care, and risk assessments carried out before new toys and equipment are purchased, according to the principles of the Risk Assessment Policy.**

**The club has equipment and resources suitable for all children currently in attendance, including those with Special Educational Needs, Physical Disabilities and those who English is not their first language.**

**The club’s equipment and resources reflects positive images with regard to culture, ethnicity, gender and disability.**

**Resources will, wherever possible, show men and women in a variety of roles and jobs, and people with different abilities being both active and creative. Examples of everyday life will portray people from a variety of family groupings and cultural backgrounds in a range of non-stereo-typical roles.**

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**The club provides a wide selection of books from the school library that are regularly updated. The selection will always include reference books, dual language books and a range of age appropriate formats. Staff are encouraged to select books that reflect a multi-cultural society, challenged stereotypes, and which meet the educational needs of children.**

**Outside a club’s opening hours, all equipment will be kept in a suitable secure location, safe from unauthorised access or use. When discovered, defective or broken equipment will be taken out of use and stored in a safe place before being disposed of. Flammable equipment will be stored in a safe location away from sources of heat or naked flames.**

**There will be a named member of staff yet to be decided with responsibility for planning and reviewing the stock of equipment every 12 months updating the clubs inventory record, this may occur on inset days and the whole team will be involved. The inventory record must include all electrical items, all items valued over £50.00 and any item not otherwise included that is considered to be at high risk of theft. The inventory record will be kept on the clubs records and updated whenever a new item is added or when an old item is removed from use.**

**The Manager, or designated member of staff, will keep a formal record of any items or equipment loaned to a member of staff, voluntary organisation or a parent/carer to ensure it is returned on time and in good state.**

**FURTHER GUIDANCE**

* [**www.4children.org.uk**](http://www.4children.org.uk)

**POLICY START DATE …………………………………………………….. 1st September 2000**

**POLICY REVIEWED DATE …………………………………………….. 2nd September 2015**

**Reviewed Sept 2016**

**Reviewed Sept 2018**

**Reviewed Oct 2019 Julie Dellow (Manager)**

**Reviewed Jan 2024**