

6.2 Provision of Resources and Equipment Policy

Policy Statement

The service recognises the importance of providing resources and equipment that are safe and suitable to the developmental and recreational needs of the children in care. When purchasing resources and/or equipment consideration will be given to the ages, skills and abilities as well as the area in which the resources/equipment are to be used.

Procedures

Care will be taken when purchasing equipment to ensure it complies with relevant Australian Standards (available from Standards Australia) and is suitable for the purpose for which it is intended.

Equipment provided will be appropriate to the interest, developmental and cultural needs of the children, is flexible and able to be rearranged or adjusted to provide additional interest, variety, challenge and support the inclusion of children with special/additional needs.

The Coordinator will ensure that all equipment is regularly checked, cleaned and maintained in accordance with manufacturer's instructions and otherwise as reasonably necessary to ensure that it remains in a safe and good working order.

Children will be encouraged to access outdoor areas which include natural elements such as trees, plants, edible gardens, sand, rocks, mud and water.

- Safe storage and shelving will be provided to allow children to independently access equipment and resources.
- The Coordinator will ensure that a wide range of real, commercial, natural, recycled and simple homemade materials are provided to support the children's learning in a range of ways.

References

- Education and Care Services National Law Act, 2010 and Regulations 2011
- Duty of Care
- See relevant Australian Standards on equipment in the Service
- NQS Area: 1.1.5; 1.2.2; 2.2.2; 3.1.1, 3.1.3; 3.2; 3.3; 6.1.2; 7.3.5.
- Policies: 3.1 - Educational Program Planning, 3.7 – Physical Activity, 3.9 – Creative and Expressive Arts, 4.4 – Preventative Health and Wellbeing, 6.1 Space and Facilities Requirement, 6.3 – Workplace Health and Safety.

Date of Development	Reason for Modification	Date Ratified	Date of Review

General Equipment

Fire Safety equipment
First aid kit
Lockable receptacle for medication
Tables
Chairs
Bookshelves
Craft cupboard
Resource storage
Foldaway sick bed
Soft furniture
Couch
Television
CD Player

Parent's Area

Sign in table
Display board
Parent resources/ brochures/ information
Pockets/ pigeon holes
IPads/ Tablets for sign in/ out

Office

Computer
Desk x2
Desk chair/s
General stationary items (pens, paper, note pads, stapler et)
Lockable filing cabinet
Phone
Petty cash box
Whiteboard
Lockable storage cabinet
Bookshelves

Kitchen

Fridge
Measuring cups
Sauce pans
Tongs
Kettle
Plastic cups (enough for all children)
Plastic plates (enough for all children)
Food storage containers (sealed)
Cutlery/ utensils
Cutting Board

Electric frypan
Mixing bowls
Liquid soap
Paper towels

Outdoor Area

Assorted balls
Cricket set
Frisbees
Beanbags
Witches hats
Bats
Skipping ropes
Hoops
Gardening tools
Sand play

Indoor Games / Equipment

Construction kits
Board games
Card games
Puzzles
Reading books
DVDs, CDs
Technology (tables, computers)
Science (magnifying glass, magnets)

Art and Craft

Drawing paper
Construction paper / cardboard
Pencils, colouring pencils, felt pens
Sharpeners, erasers
Glue, tape
Paints
Collage items
Trolley
Recyclables (boxes, packets, cylinders)

Dramatic Play

Puppets
Musical instruments
Home corner (dolls, toys, ect.)
Dress ups