

**D.P.S.**

**Out of School Club**

**Maintenance &  
Replacement of  
Equipment Policy**

## **MAINTENANCE AND REPLACEMENT OF EQUIPMENT**

### **Principle**

DPS Out of School Club has a duty to protect children, keep them safe and to avoid risks to their health and well-being.

### **Policy Statement of Intent**

It is our policy to provide children within our care with a safe environment in which to play, learn and develop. We aim to provide a wide range of equipment and resources which are regularly reviewed and updated.

### **Procedure**

- Review, update and replace equipment and resources as necessary and ensure variety and choice.
- An inventory of all equipment and resources is used to review the balance, quality and quantity in order to support a vast range of activities.
- Equipment and resources are suitable for the ages and needs of the children.
- Vast range of equipment and resources are provided for indoor and outdoor use.
- Equipment and resources conform to BS EN Safety Standards (where applicable).
- Equipment and resources will be stored and used safely.
- Any donated resources or equipment will be checked for safety.
- All resources and equipment are checked regularly for safety and cleanliness.
- Regular cleaning or replacement of resources and equipment.
- Daily checklists are completed concerning all equipment. Defects or unsafe equipment are reported to the person in charge, and where possible removed or avoid use until repaired.
- Any broken equipment and resources is disposed of. We endeavour to replace items as soon as possible
- Equipment and resources will be washed/ sterilised when needed throughout the year and at the end of the school year .

**Links with other policies:**

Health and Safety Policy

Managing Risks associated with the Individual Service User Policy

**Monitoring**

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by DPS Out Of School Club management team.

Signed: D. Thompson.....

(on behalf of the management team)

Position: Chairperson.....

Reviewed on:

Date: ..... Signed: .....

Date: ..... Signed: .....

Date: ..... Signed: .....