

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: 8/01/18 Signed: D. Thompson

Date: March 19 Signed: D. Thompson

Date: Signed: