

Toy Safety Policy

Scope

This document sets out the policy for the safe use of toys for children who accompany adults to Acts Trust projects, in particular Food Bank and Butterflies.

Policy

It is the aim of Acts Trust that any toys provided for the enjoyment of children will be safe and that the risk of injury is minimized.

Assessment of new toys

Any toys purchased or donated to the project as new must be CE marked. For small toys the CE mark will be on the packaging. A record confirming CE marking must be made for small items. The CE mark on toys come without a number below it and is the manufacturer's claim that the toy meets EU requirements. Despite this all toys should be visually examined for any hazards such as sharp edges, sharp points, trapping risks and loose components. Should there be any concern about the safety of a toy it should not be used but sent to the Senior Manager with the packaging and the source of purchase if known and receipt if available. If a new toy is deemed dangerous it should be referred to the local Trading Standards. Donated toys found to be unsafe should either safely disposed of or returned to the donor with an explanation of the safety concerns.

Second-hand toys may be accepted if they are undamaged, clean and known to comply with CE marking.

All age range specified for a toy should be noted.

Maintenance of safety of the toys in use.

The project leader must specify the time to inspect toys. This can be either when they are put out or for use or when they are put away. Each session must include a visual check for damage or contamination. All toys with physical damage that renders the toy unsafe must be scrapped. Soft toy that are dirty or soiled by body fluids may be reintroduced after effective cleaning.

Toys that require to be inflated must be done so with a pump where available. Otherwise the mouthpiece used must be cleaned with an antiseptic wipe.

Any packaging for toys that could present a risk of suffocation must be removed from the play area.

Children must be prevented from coming into possession of spent batteries from powered toys.

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Storage facilities of toys should minimize damage. If the toys are used by other groups the checks for damage and contamination should be made before the next use.

Supervision

Children must not be left to play with toys without supervision. The supervisor(s) should seek to foresee and prevent accidents from trips, falls and injury from any toy that becomes damaged during the session. They must ensure children do not endanger themselves by play with toys specified for children beyond their age.

First aid facilities must be available to treat minor injuries and a mobile phone must be available should if emergency services are required.

Accidents

All accidents must be recorded in the Accident Book on site and an Incident Report made as required by SAF808.

References

SAF808 Incident Reporting Policy

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