

Toy Policy

1. Purpose and Scope

Littlehampton Child Contact Centre is committed to providing a safe environment for parents and children visiting our Centre. This policy will ensure that all toys/games used by children and their families are clean and fit for purpose. The guidance within this policy is evidence based and reflects best practice.

2. Aims

This policy will assist Coordinators and volunteers to:

- Ensure all toys/games for use within Littlehampton Child Contact Centre are fit for purpose
- Ensure all toys/games are cleaned appropriately before and after use and are stored correctly
- Ensure all toys/games are checked at the beginning of every session for signs of damage or wear and tear

3. Introduction

Toys and games are an important resource within Contact Centres and it is vital that consideration is given to what is provided. Toys must be clean and meet BS standards.

An integral role of Child Contact Centres is to promote positive parent-child relationships. Many toys and games encourage positive parent-child interaction, for example blowing bubbles with a toddler, imaginative play, ball games; for older children, games like Jenga and cards, computer games, pool; craft activities can be made appropriate to a range of ages and abilities.

4. Responsibilities

All volunteers within the Child Contact Centre must follow this policy.

Co-ordinators must:

- Ensure that volunteers are aware of the contents of this policy
- Ensure there is an approved method for cleaning in place
- Devise a process to ensure that all toys/ games in the Centre are cleaned in accordance with this policy.
- Undertake an audit of compliance with this policy
- Review annually

5. Criteria

Toy/games selection and purchase:

- Toys/ games with hard surfaces (plastic, vinyl, varnished or painted wood, metal) must be able to be thoroughly cleaned.
- Where toys/ games with fabric parts must be used, these parts will be able to be laundered.
- Electrical games must be subject to annual PAT testing.

Donations of toys and games: Toys and games may be received from members of the public. These items must be checked by the Co-ordinator or a Team Leader to determine if they are appropriate. Soft toys made of fabric will not be accepted unless they can be cleaned in

accordance with infection control policies and guidelines. Donated electrical games **must** be PAT tested before being used in the Centre.

6. Steps to be taken

The Co-ordinator and volunteers will examine each toy/game prior to, or after, each session to ensure that it is fit for re-use, i.e. check for broken parts/faults/loose wiring/replacement batteries, etc.

Toys for babies and very young children **must** be cleaned after each session. Most will be able to be washed or wiped with soap and water and then air dried. Fabric toys should be washed according to the manufacturer's instructions.

Other toys/games will be cleaned using detergent and warm water, or detergent wipe, if they are soiled. If not soiled they should be cleaned at least once a month. A cleaning schedule should be drawn up and signed and dated when cleaning has been carried out.

A notice could be displayed in each waiting area advising parents to report any dirty toys to one of the volunteers.

7. Cleaning Procedure

The Centre Co-ordinator must designate volunteers to check the toys and games each session and to clean toys on a monthly basis. Check if the manufacturer gives any cleaning instructions, if not the table below gives some general guidelines:

Wooden toys	• Wipe with clean cloth and soap and water. Air dry. Check for paint flaking, varnish flaking and splinters.
Books	• Books and posters should be examined for visible soiling • Wipe the cover with detergent wipe during cleaning schedule
Construction toys, e.g. Lego	Wash all bricks in a warm solution of detergent as per manufacturer's instructions Spread out to dry
Plastic toys	Wash in soapy water.
Metal toys	Wipe with clean damp cloth (soapy water)
Hand held electronic toys (i.e. computers/Gameboys)	• Damp wipe (disposable cloth and neutral detergent or detergent wipes)
Games	• Damp wipe as above

Cleaning and Detergent:

- Use detergent wipes to wipe toys.
- If wipes are not available/suitable, use a fresh solution of detergent made up as per manufacturer's instructions
- Dry with a clean paper towel
- Do not store toys wet

Reviewed and approved: August 2026

Due for review on or before: August 2027