
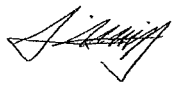


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|  YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES | Management Area: CHILDRENS SERVICES | Pages: [02] Version No: [02] Date: [01/12/2009] |
| | Sub section (if applicable): | Signed:  |
| Policy Title: EQUIPMENT | | Author: CHILDCARE TASKFORCE |

1. Scope

- 1.1. Staff, management, families & children

2. Policy Statement

All equipment purchased by the YMCA of Sydney will meet Australian safety standards and be appropriate to the program's age group.

All YMCA of Sydney staff will be diligent in ensuring that all equipment is safe, hygienic, in good repair and stored in a safe and appropriate manner.

The equipment is to be used properly.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Computer Games, Mobile phone & Electronic devices Policy
- 3.2. Duty of Care Policy
- 3.3. Hygiene Policy
- 3.4. Indoor Environment Policy
- 3.5. Outdoor Environment Policy
- 3.6. Safe Environment Policy

4. Responsibilities & Delegations


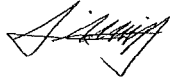
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. National Standards
- 5.2. Q&A principles
- 5.3. Australian Safety Standards

6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

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PROCEDURES

- An up to date inventory of equipment will be kept at all times by the YMCA centre.
- Participants will be taught the proper way to use all equipment
- Challenging equipment, like ramps and boxing gear should be used under supervision at all times.
- Correct safety clothing should be worn at all times on necessary equipment e.g. Safety helmets
- Equipment should be checked regularly by the workers to ensure they are safe and clean.
- Equipment needing replacement should be registered with the Centre Manager
- Do not use broken or faulty equipment

7. Version History

| Version | Description of changes | Author | Effective Date |
|---------|----------------------------------|-----------|----------------|
| 2 | Review and update. New format | M. Rupnik | December 2009 |
| | | | |
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I endorse the Equipment Policy.

Name: *Maryann Rupnik*
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
 Group Manager

Signature: 

Date: 7 December 2009