
 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDREN'S SERVICES	Pages: [03] Version No: [04] Date: [01/07/2012]
	Sub section (if applicable):	Signed: 
Policy Title: EQUIPMENT		Author: CHILDREN'S SERVICES TASKFORCE

1. Scope

- 1.1. Educators, management, families and 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 and stage of development.

All YMCA of Sydney educators 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 in a manner that minimises risk.

3. Related Policies and Procedures/Guidance Notes


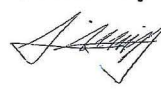
- 3.1. Computer Games, Mobile Phone and Electronic Devices Policy
- 3.2. Duty of Care Policy
- 3.3. Hygiene Policy
- 3.4. Indoor Environment Policy
- 3.5. Outdoor Environment Policy
- 3.6. Safe Environment Policy

4. Responsibilities and Delegations

- 4.1. The Children's Services Taskforce is responsible for the review of this policy.
- 4.2. Educators and 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 Standard 3; Element 3.1.1 "Outdoor and indoor spaces, buildings, furniture, equipment, facilities and resources are suitable for their purpose".
- 5.2. National Standard 3; Element 3.1.2 "Premises, furniture and equipment are safe, clean and well maintained".
- 5.3. National Standard 3; Element 3.2.2 "Resources, materials and equipment are sufficient in number, organised in ways that ensure appropriate and effective implementation of the program and allow for multiple uses".
- 5.4. National Regulation 103 "Premises, furniture and equipment to be safe, clean and in good repair".
- 5.5. National Regulation 105 "Furniture, materials and equipment".

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5.6. Australian Safety Standards

6. Records Maintenance



This policy is to be reviewed biannually or as required based on operational or legislative change

PROCEDURES

- An up to date inventory of equipment will be kept at all times by the YMCA service.
- Educators will ensure equipment is checked regularly and is safe, clean and in good repair, any damage will be reported to the Children's Services Coordinator.
- Educators are to ensure children have access to sufficient furniture, materials and developmentally appropriate equipment suitable for the education and care of children.
- Educators will ensure they explain to children the correct usage of all the equipment.
- Challenging equipment, for example, ramps and boxing gear, should be used under supervision at all times.
- Correct safety clothing should be worn at all times on necessary equipment for example Safety helmets
- Equipment needing replacement should be registered with the Children's Services Coordinator.
- Educators will ensure that children 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
3	New structure	AM. Nolan	January 2011
4	Reviewed for NQF Compliance	AM. Nolan	July 2012

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I endorse the Equipment Policy.

Name: Anne-Mary Nolan
 Children's Services Program Manager

Signature: 

Date: 9th July 2012

Name: Liam Whitley
 General Manager Children's Services

Signature: 

Date: 9th July 2012

Board Endorsement

Endorsed By: Phillip Hare 

Position: Chief Executive Officer

Date: 9th July 2012

