**VICTORIA COLLEGE BELFAST**

**(incorporating Richmond Lodge School)**

**Day Care**

**Maintenance and Replacement of Play Equipment Policy**

**Referencing Standard 13**

**1. Rationale:**

Victoria College Day Care is committed to promoting high quality education by employing and supporting staff who will work with a high degree of commitment and professionalism in a stimulating and safe environment. The purpose of this policy and accompanying procedures is to establish a clear framework for the maintenance and replacement of play equipment within the Day Care setting. This policy applies to all teachers, leaders and assistants, employed by the Victoria College Day Care.

**2. Aims and Objectives:**

The toys and equipment in the Day Care setting will provide opportunities for children, with adult help, to develop new skills through play and exploration.

**3. Procedures:**

The equipment provided will:-

* be kept clean and suitable for use
* be inspected regularly for faults and damage
* be immediately taken out of use in the event of damage which makes equipment unsafe and repaired to a high standard if possible

**4. Review and Evaluation**

The policy will be reviewed at least once a year by the Board of Governors. The policy will be kept under review by senior members of staff who will keep Governors informed of any difficulties that may arise.