



**EQUIPMENT PURCHASES**

All equipment and toys purchased for the Settlers Farm OSHC Service will meet Australian Standards and be appropriate to the developmental stages, interests and culture of the children in care. All staff members will ensure that all equipment and toys are kept in a thoroughly safe, clean and hygienic condition, in good repair at all times, and stored in a safe manner.

**Procedure:**

- In consultation with the Director, the OSHC team will determine which equipment, materials and toys are most appropriate, considering durability, easy maintenance, cost, and benefit to the children’s program.
- The Director is responsible for the purchase of all new items of equipment, any amount over \$4000.00 to be presented to Governing council.
- All new equipment will be checked to ensure it complies with relevant Australian Standards.
- If large/expensive resources are requested the committee will determine the service’s budget limitations and advise the Governing Council
- Educator, child, and family input on compiling a prioritised list of items of equipment to be purchased will be sought regularly.
- Equipment that should be used only under supervision will be clearly identified and stored in a safe place.
- Children will be taught how to appropriately use and care for toys, games and equipment.

Policy reviewed	Previous modifications	Next review date
2021	Dot point 1 Change Governing council to OSHC team	August 2022
2021	Dot point 2 Add any amount over \$4000.00 to be presented to Governing council.	