Cambridge & Ely
Child Contact Centre

NATIONAL ASSOCIATION OF CHILD CONTACT CENTRES

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Registered Charity Number: 1145344
Company Registration Number: 7464402

Toys Policy

Purpose and Scope

Cambridge & Ely Child Contact Centres is committed to providing a safe environment for families visiting our centre. This policy will ensure that all toys/games used by families are clean and fit for purpose. The guidance within this policy is evidence based and reflects best practice.

Aims

This policy will assist Coordinators and staff to:

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

Introduction

Toys and games are an important resource within contact centres, and it is vital that consideration is given to what is provided.

A variety of toys and games should be provided appropriate to a range of ages, abilities and reflecting diversity. Try not to 'gender' toys and play areas.

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.

Toys must be clean and meet BS standards.

Responsibilities

All staff within the child contact centre must follow this policy.

Co-ordinators must:

- Ensure that staff are aware of the contents of this policy.
- Ensure there is an approved method for cleaning in place

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- Devise a process to ensure that all toys/ games in the centre are cleaned as per this policy.
- Undertake an audit of compliance with this policy.
- Review annually.

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 regular visual checks to ensure that they are in working order with no damaged exposed or worn wires or components.

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 their Deputy and will be disseminated as appropriate. We will not receive soft toys made of fabric which cannot be cleaned in accordance with infection control policies and guidelines. Donated electrical games must be inspected as above.

Steps to be taken

The Co-ordinator and staff will examine each toy/ game either prior or after each session to ensure that it is fit for re-use, i.e. check for broken parts/ faults/ loose wiring or 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 all toys/games must be cleaned after each session. A cleaning schedule should be drawn up and signed and dated when cleaning has been carried out.

A notice will be displayed in each waiting area advising parents to report any dirty toys to a member of staff.

Cleaning Procedure

The Centre Co-ordinator must designate staff to check and clean the toys and games after each session. Check if the manufacturer gives any cleaning instructions, if not the guide below gives some general guidelines.

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Toy type	Advised cleaning
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).
Handheld electronic toys (i.e. computers/ Gameboys/ CDs/ DVDs)	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.

Implementation

Reviewed by		
Name Bridget Giltinane	Signature: B.Giltinane	Date: 11.09.2026
This Policy will be reviewed no less than once every three years.		