At Little Buds Playgroup we are committed to ensuring the safety and well-being of our children, staff, parents, carers and visitors at all times. This includes ensuring that our playroom and resources are well maintained at all times.

Daily room checks and periodic outside play area checks are undertaken and any maintenance issues are to be noted and dealt with as detailed below. All resources are washed or sprayed with antibacterial cleaner every day.

All staff are aware of their responsibilities in terms of maintenance and are aware that the first course of action is always to make the area/resource safe immediately. This includes the immediate removal of an unsafe resource and in some cases restricting access to an area/room.

* The Notification of Maintenance issues are the responsibility of all Staff.

• When a member of staff identifies a broken toy or resource, this should be removed and the Removed Toy/resource book should be filled in and given to the Leader or committee member.

• The Leader or committee member should then check if the toy or resource can be fixed and if not fixed, then replaced.

**Monitoring**

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by Little Buds Playgroup management team.

Signed: …………………………………………………………………………………..

(on behalf of the management team)

Position: …………………………………………………………………………………..

Date: …………………………………………………………………………………..

Reviewed on:

Date: ……………… Signed: …………………………………………..

Date: ……………… Signed: …………………………………………..

Date: ……………… Signed: …………………………………………