

## **Purchase of Toys Policy**

### ***Purpose***

- To ensure that safe and durable toys are made available for play.
- That they reflect the cultural diversity.

### ***Legislation***

- The Toys (Safety) regulations 1995.

### ***Definition***

- Toys mean any play items, glue, paint, glitter and other school supplies that come into contact with children and staff.

### ***Responsibility***

- It is the responsibility of the purchaser of new and second hand toys to ensure that this procedure is followed.
- Any gift or donations of toys must fulfil this criteria.
- The purchaser shall try to ensure that they reflect the cultural diversity.

### ***Procedure***

- All toys shall be manufactured / carry at least one of the following:
  - EN 71, BS EN 71 or BS 5665 (Safety of toys).
  - The Lion mark.
  - CE (Certificate European).
  - Name and address of manufacturer/agent.

Leicester Community Academy - (The charity Leicester Educational Trust runs the school Leicester Community Academy)

***Points to bear in mind when purchasing toys:***

- Paint is not flaking or rubbing off.
- Dangerous paint (lead etc) is not applied.
- Relevant warnings and age ranges are followed to.
- There must be no sharp points or edges.
- Small toys **MUST** not be used unsupervised.

***Toys Banned***

- The following toys shall **not** be purchased under any circumstances.
- Fur toys as it can be a fire hazard.
- Electric plug-in toys. All such toys should have batteries.

***Proof of Purchase***

- Original boxes can be disposed of; however relevant markings or cuttings shall be kept in a central file for inspection purposes.
- Instructions etc shall be maintained in a separate file.
- Documentation.
- Relevant markings.
- Relevant instructions.
- Resources list.

Reviewed: December 2017

Next Review: December 2018