

Donated / Second Hand Equipment Policy

For equipment which has been donated or purchased second hand (i.e. from a charity shop), the following procedure will be adhered to prior to use.

Equipment which has no manufacturer guidelines / instructions will be researched.

If manufacturer's guidelines / instructions are not obtainable an inspection and assessment of the equipment will be made which may lead to the need to provide a written risk assessment.

A written risk assessment will be undertaken if deemed appropriate which will determine situation of the equipment, age appropriate guidelines, adult support etc.

When manufacturers recommend an appropriate age for equipment, we may use our judgement based on the child's ability and development stage and levels of adult support to be in place.

All staff must be informed of appropriate use of equipment before it can be accessed.

This Policy was adopted on	24 th July 2017
Signed on behalf of the Centre	Gillian Marsden
Date for review	24 th July 2018