

Personal Belongings Policy

In Askea Community Childcare Centre we understand that a child may have an emotional attachment to a personal belonging from home, such as comfort toy, blanket or soother and accept that this item may be instrumental to the child's feeling of emotional well-being and sense of belonging when starting in our Centre. Comfort toys, blanket or soother are viewed as important for a child's settling-in process and developing the link to home.

Personal Belongings Procedure

The following procedures are in place to implement this policy:

For Children

1. Staff will encourage parents to bring only their child's "comfort toy/ blanket or soother which may be essential to a child's emotional well-being and/ or sense of belonging, connecting home experiences with the service to assist in the settling-in process.
2. Staff will discourage the bringing of toys from home to the service by asking parents to leave all other toys at home except for comfort blanket/ toy or soother due to current Covid-19 health and safety measures
3. Parents must clearly label all comfort toys so staff can correctly identify belongings to ensure they are returned
4. Children are encouraged to place their "comfort toys/ blankets" in a their special box/ basket or bag to reduce the likelihood of their becoming lost or handled by another child
5. Staff will make it clear that whilst all care is taken staff are **not responsible** for damaged or lost items
6. Age appropriate educational toys and resources are available for your children's use daily which removes the need for children bringing toys to the service, although we do welcome children to share their interests with their peers
7. At fancy dress times parents should ensure that dress up clothing does not encourage violent play (e.g. pirates with swords etc.)

For Staff

1. Staff are responsible for their own personal belongings at all times
2. Lockers are provided for staff use
3. Designated coat areas are available to staff for easy access for out-door activities
4. Askea Community Childcare Centre is not responsible for any lost, damaged or stolen items

Communication Plan For staff & families

A copy of all policies will be available during all hours of operation to staff members and parents in the Policy Folder located in Reception.

Parents may receive a copy of the policy at any time upon request.
Parents and the staff team will receive written notification of any updates.

Related Policies, Procedures and Forms

- Partnership with Parents Policy
- Settling In Policy
- Health and Safety Policy
- Induction
- Infection Control Policy

This policy must be observed by:

- Managers
- All staff members
- Parents/Guardians

Contact Information

If you need more information about this policy, contact:

Name	Veronica Doran, Childcare Manager
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Date this policy was created	September 2016
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Date this policy was reviewed	May 2020
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Date this policy will be reviewed	May 2022
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