

Instructions for volunteers on roster duty

Whilst on duty please be aware of the following:

- Familiarise yourself with the evacuation procedure.
- Note where the first aid kit is located.
- If required to use the step ladder, please ensure that the locking mechanism is in place and that it is placed on clear flat ground. The step ladder is only to be used by staff and volunteers on duty.
- When returning toys for display, ensure they are placed safely and are not at risk of falling. Do not put items on top shelves. Heavy items to be placed on lower shelves.

Your main task today is to check and count the pieces of the returned toys.

1. Count the pieces using the itemised list (rather than the no. of pieces)
2. Please consider the following when checking toys -
 - Is the toy safe? Assess toy for broken/dangerous pieces.
 - Is the toy clean? If the toy requires minor cleaning, wipe over with provided cleaning products. Notify coordinator if the toy is very dirty.
 - Does the toy need a warning label for small parts?
 - Is the label worn out or confusing?
 - Does the bag/container need replacing?
 - Re-write toy numbers on pieces that have worn off.
 - Toy condition? Assess whether toy needs to be discarded/repared/replaced.
3. Missing Pieces –
 - complete Missing Parts Form
 - give toy and form to coordinator
 - notify coordinator if the toy is not playable

4. If the toy is complete and needs no attention by the coordinator, note the toy number on the sheet provided and the toy can be returned to the appropriate section in the library. See reverse for toy sections -

TOY CATEGORIES

- A - Activity
- B - Baby
- C - Construction
- E - Expressive/Imaginative
- G - Games – board games, dominoes, etc
- J - Jigsaw puzzles
- M - Music
- W - Water play