6 GET ORGANISED

This Guidance Sheet shared about the subject of getting your toy library organised and ready to receive its first users. There are many Important factors to consider before you can open your toy library to the public, including whether your library and its staff are sufficiently insured, whether your project meets all legal requirements and, significantly, the issue of child Protection. The following information will help you to ensure all such considerations have been addressed.

Insurance Cover

It is essential that your toy library is adequately insured for all its activities. You should not assume that your project is covered by an existing policy, whether pertaining to the Premises used or by policies held by any statutory authorities or voluntary organisations connected to your toy library. It's important to remember that where a toy library is a separate legal entity, run by an individual or a committee, it is very unlikely to be covered by the insurance of any other person, group or body.

Types of cover

The following is a list of the forms of insurance cover you are legally required to obtain before opening your toy library:

- **Employer's Liability** - if the toy library employs paid staff then it has a duty to insure against any claims by workers for injury.
- **Motor Vehicles** - if the toy library operates a motor vehicle the minimum requirement is third party cover. Anyone using their own vehicle for the toy library should check that their policy covers its use: either for voluntary work, or if they are paid, then they must be named on the policy as using the vehicle for business purposes.

Top Tip

Always remember to include the cost of insurance in your annual budget, and always display your insurance certificate (doing so is a legal requirement for Employer's liability!)

Additional Considerations

As well as the legal requirements detailed above, you should also seriously consider the following forms of insurance cover for your toy library:

- **Public / Products Liability** - this covers all claims made against your toy library for accidental bodily injury, loss or damage caused to any person as a result of defects in your premises, toys, equipment or other contents or through the toy library's negligence.
- **All risks** - such as fire, theft, flooding, etc.
- **Money** - on the premises or in transit.
- **Fundraising events** - e.g. car boot sales held away from the toy library's usual premises.
- **Users / borrowers** - over 16 years of age.
- **Toys / equipment** – for hire and taken away from the premises.

Child Protection

Child Protection is an incredibly important factor to consider when setting up your toy library. You will need to recognise the importance of developing child protection policies in order to ensure that both children and adults at the toy library are provided with a safe environment. If you are affiliated with a groups that is inspected and registered with the Care Commission, there will already be procedures in place which you will need to follow. If you are a Local Authority financed toy library, you will need to follow the Local Authority child protection policy and procedures.

For toy libraries not providing childcare, it is important to address child protection as a matter of good practice regardless of legal requirements.

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The Supervision of Children

Any toy libraries that are not registered to provide childcare must make members aware that parents / carers are responsible at all times for any children they bring to the toy library. This information should be included in the toy library's terms and conditions, and reminders regularly posted up at toy library sessions. If childcare is not offered, staff and volunteers should not offer informal care during toy library sessions, and should not be put in any situation where they might be left alone with a child.

Safe Recruitment

Clear procedures can help ensure that staff, volunteers, and job candidates are safe to work with children. These procedures should include:

- Staff/volunteers will be subject to checks via the PVG Scheme.

- Applicants should be given a selection interview.

- Written references should always be taken up prior to any offer of employment.

- A probationary period for all staff and volunteers.

- Ongoing programmes of training, supervision and support

Protection of Vulnerable Groups

In Scotland, those working with vulnerable groups must join the PVG (Protection of Vulnerable Groups) Membership Scheme. Volunteer Development Scotland is the intermediary body that you can apply to for each staff and volunteer who meets the criteria to join the scheme and have a disclosure check carried out.

Once someone is a member of the PVG scheme their records will be automatically updated if any new information arises. This means that new information indicating a member may pose a risk to vulnerable groups can be acted upon promptly. Joining the PVG Scheme costs £59 for paid staff and is free for volunteers. Once someone is a member, each role they take up that meets the criteria requires a scheme update which currently costs £18, again it is free for volunteers.

Checklist

Have you:

- ☐ Considered all the policies and procedures to keep people safe at your toy library?
- ☐ Registered with Volunteer Development Scotland to administer PVG checks on staff and volunteers?
- ☐ Obtained insurance cover for toys, employers and public liability?
- ☐ Identified Child Protection training for staff and volunteers.

Smart Play Network Members Support

Member you have access to telephone and email support. For more information about the topics covered in this guidance sheet, or any other queries you may have about your group, please contact us using: 0131 554 2620 or admin@smartplaynetwork.org

It is free to be a member of Smart Play Network, for more information on how to become a member please refer to our website: www. smartplaynetwork.org.