

# Making Soft Toys Policy

## Introduction

Every toy needs to carry a CE mark to show that it meets the essential safety requirements of the Toy Safety Directive. This includes handmade toys and toys donated for charitable purposes. So toys such as teddies knitted by Mothers' Union members to be given to children need to meet these requirements.

## Knitted Toys Guidance for complying with CE marking requirements

In brief, a knitted toy needs to be designed and made so it is suitable for young children to play with safely. The vast majority of toys knitted by Mothers' Union members and friends will meet these requirements. However, by complying with the Toy Safety Directive and meeting the conditions to attach the CE mark, it demonstrates that Mothers' Union knitted toys are being produced to essential safety standards.

Guidance for knitting toys that meet the CE marking requirements can be found at:

<http://www.mothersunion.org/members/im-member/craft>

This includes knitted teddies, knitted teddy hand puppets and knitted sheep (when given to children as part of a travelling nativity).

If other toys are made by members in St Edmundsbury & Ipswich diocese for distribution through Mothers' Union, then the trustees will contact [training@mothersunion.org](mailto:training@mothersunion.org) for advice on meeting the requirements of the Toy Safety Directive.

### Note

<sup>1</sup> A toy is a product designed or intended, whether or not exclusively, for use in play by children under 14 years of age.

## How we will meet the Toy Safety Directive

The Toy Safety Directive requires toys to conform to a range of tests to meet British Standards and for the evidence of this to be kept in a 'Technical File'. This includes the results of specific physical and flammability tests carried out on the completed toy, information about how the toy has been made, the materials used to make the toy and the compliance of those materials to meet chemical standards.

Mothers' Union (MSH) has drawn up a standardised set of instructions for making knitted toys so that we do not have to undertake the full range of tests and complete a Technical File in our Diocese. Samples of toys made to these instructions and using the approved materials

have been fully tested and meet the requirements of the Directive. Only toys made to meet the standards of the Toy Safety Directive can carry the CE mark.

In our diocese we will:

- Ensure that all knitted toys are **made with approved materials and to the standard pattern** contained in the appropriate Guidance for Knitters document.
- Have someone with the **responsibility for ensuring compliance** with the guidance and to attach a **CE mark label** to toys that allows for the identification of the diocese and the source branch.
- Ensure on-going **quality control**.

## Guidance for Knitters

All toys must be made according to the method given in the appropriate Guidance for Knitters, as this achieves the required standard. As well as the knitting instructions, this includes information about the type of yarn to be used, stitch tension, the finishing of the toy and any filling material. A certification slip should be signed by the knitter to verify that the approved pattern and materials have been used and included with all toys sent to the diocese for CE marking.

Some additional information about approved yarns: 'Hobbycraft' claims that all yarns sold through them comply with BS EN71-3. Hobbycraft sells a range of branded yarns and therefore it follows that any of these brands, wherever sourced will comply with this standard. In addition, Cygnet yarns sold through charity shops such as Sue Ryder also meet this standard. Their certification can be found and downloaded at [www.cygnetyarns.com/toysafetyregulations](http://www.cygnetyarns.com/toysafetyregulations). Where a different brand is used, a copy of the certification should accompany the knitted toys submitted for checking and labelling.

## CE mark labels

Knitted toys made in accordance with the guidance can be given a CE label. CE labels are available from Mary Sumner House with address details, washing instructions, and advice to keep for future reference.

The CE label includes a batch code so the source of each toy can be identified. A three letter identifying code will be allocated to each diocese. Within the diocese, a three digit identifying code should be used for each branch, or other source, that supplies them with knitted toys.

## Quality Control

Every knitted toy should be checked for obvious hazards prior to the CE label being attached. This should include checking for:

- spaces either in the knitting or the seams where filling can come out
- any additional decorations or additions, such as buttons or plastic eyes that are not part of the instructions
- anything other than polyester filling inside the knitted toy.

## Responsibility for ensuring compliance

Our diocese will have one named person with responsibility for quality control and the CE labelling of toys, who will:

- Receive toys and record the Mothers' Union group (or if more appropriate the individual) who has made them for the batch code on the CE label.
- Check every toy for quality control.
- Attach a CE label to each toy that meets the requirements with the batch number identifying the diocese and the group who made it.
- Ensure that, if toys produced by a particular group or individual do not meet the CE standard, these issues are addressed with the group/individual concerned so that the required standard can be met.

## Maintaining standards

To maintain standards, there will be an on-going programme for a sample of completed knitted toys to be put through the full range of physical and flammability tests. This will involve a full test of a sample of four of each toy or 1% of each toy (whichever is the greater) from each diocese. The sample should be drawn from different branches/knitters. This sampling process will be undertaken annually on a provincial basis.

Some organisations, such as hospitals and prisons, may take responsibility for ensuring that knitted items meet their particular standards, but all toys supplied by Mothers' Union should be produced to the Mothers' Union standard.

This Policy has been approved and authorised by:

Name: Mrs Christine Ward

Position: Diocesan President

Signature:

Date: 4 / 6 / 2018

Due for Review by: 2021