

CHAPTER THREE: BUILDING, EQUIPMENT AND PLAYGROUND

Building, Equipment and Playground	Playground Safety Policy
Revised: September 2017 Reviewed: October 2020	Policy Number: 3.18 (replaces policy 1.35)

Policy

NHCS will ensure that appropriate staffing is provided for safe, healthy outdoor play that meets the CCEYA licensing regulations and the Canadian Standards Association Children's Play Spaces and Equipment Guidelines.

Procedures

1. All staff must be on alert for potential injury producing situations, especially those that include factors that may be out of our control. Example of these types of situations are:
 - **Vandalized equipment**
 - **Litter such as needles**
 - **Glass bottles**
 - **Animal feces**
 - **Damage to fencing**
 - **Bee hives**
 - **Storm damage**
 - **Standing water**
 - **Tools left behind**
2. All staff outside must engage in active supervision – be aware of the activities and whereabouts of each and every child and move throughout the playground frequently. Staff will position themselves in the playground so that they are easily seen and heard by children. Children will be supervised at all times in the playground.
3. In case of a lone teacher. The teacher will walk about the play area covering all areas to best meet the needs of the children. The teacher will identify the areas that are reasonable to supervise when alone.
4. NHCS will have full staff/child ratios when outdoors, as required in the Child Care and Early Years Act.
5. Staff will ensure that children know playground rules and that the rules are enforced. Children will be informed of playground rules and reminded of them in a positive proactive manner. Appropriate behaviors and activities will be stressed
6. Staff will check each child prior to going outdoors to ensure that any strings, buckles or other clothing are tucked inside clothing. Scarves will be crisscrossed

- under the arms and NOT ties. Staff will continually monitor children with scarves to ensure that they remain tucked in jackets and that they have not become a choke hazard. They will also ensure that helmets will fit properly, strap adjustments are made, and required safety equipment for the activity is adjusted and properly fitted prior to the activity.
7. Staff will ensure that children are given safety reminders or redirected from potential hazards such as the following:

SCHOOL AGE PROGRAMS

- a) Staff will ensure children play on the age appropriate play structures.
- b) Staff will bring forward any safety concerns or required repairs to the School Administration's attention.

CHILD CARE CENTRE

- a) Wood shed & shelters upright posts → remind children to steer around posts
- b) Fences and gates → climbing is prohibited
- c) Rear yard sliding hill → direct children away from far end where landscape rocks are
- d) Rear Exit Stairs – Senior Playground → no playing on or next to stairs
8. Staff will ensure that sand and gravel is swept daily from the walkway and bike path.
9. Staff will discourage parents from allowing children to open the gates.
10. Unsafe and broken toys must be removed from the playground immediately by the staff that discovers it. Label the toy as damaged and place in garage shed as soon as possible.

Annual Inspection

Every year a comprehensive inspection and annual report shall be completed. The inspection involves a comprehensive analysis of play space maintenance, potential defects and faults; and includes details regarding maintenance and repair considerations. The inspection must include an assessment of technical requirements set out in the standard for playground structures and the results of protective surfacing testing and any actions taken.

Once a comprehensive annual inspection report is completed, the coordinator must document a plan of action, including timeframes, based on the information continued in the report.

The person inspecting the playground must have the necessary training and equipment in order to accurately assess the requirements set out in the Canadian Standards Association Standard CAN/CSA-Z614-14

Daily, Monthly and Seasonal Inspections

The RECE's in the programs are responsible for the daily inspections.

The coordinator is responsible for the monthly and seasonal inspections as well as the Action Plan.

The custodian maintains the Playground Repair Log.

The Coordinator shall ensure that these policies and procedures are reviewed as follows at the child care centre:

1. With employees, before they begin their employment.
2. With volunteers or students who will be interacting with children at the child care centre, before they begin to volunteer or before they begin their educational placement.
3. With each person described in paragraph 1 or 2, at least annually after the first review and at any other time when changes are made to the policy or procedure.