



Park Lawn Preschool Inc.

Park Lawn Preschool * Humber Bay Child Care Centre * PLP Early Learning Centre at St. Mark

PLP HS 206 Playground Safety

Park Lawn Preschool Inc. strives to ensure the maximum enjoyment and safety of the children during outdoor playtime.

General

- Each child care centre will ensure that there are enough play materials available that are appropriate for the children's age and learning and developmental needs during outdoor play.
- The maximum capacity of the playground will not be exceeded at any time.
- All staff must review the procedure prior to commencing employment and annually thereafter. Both the staff and the Supervisor who conducted the review will sign a written record of the review, and the record kept on file for at least two (2) years from the time of the review.

Compliance with CSA Standards

- Effective September 30, 1999, Park Lawn Preschool Inc. is in compliance with the Canadian Standards Association CSAZ614-98 for Children's Play Spaces and Equipment through this playground safety procedure that all staff must follow.
- All new playground equipment, renovations, repairs or replacements are installed to meet CSA Standards. Confirmation of compliance with CSA Standards will be in writing, by a Certified Playground Safety Inspector, and will be kept on file in the Centre.

Supervision

- Children will be supervised at all times during outdoor play.
- Staff will position themselves throughout the playground and rotate their position where required to ensure children can be visually supervised while engaging in play.
- Staff to child ratios will be maintained on the playground at all times.
- Reduced ratios will never be used on the playground.
- Toddler children will be separated from other children during outdoor activities.
- Staff will ensure that all gates are securely closed at all times.

Playground Inspections and Checks

1. **Daily Visual Inspection:** The first staff from each age grouping to go into the playground in the morning and the afternoon is required to perform the daily visual inspection before the children enter the playground. Staff will use the **Daily Outdoor Inspection Checklist** to ensure that all areas, equipment, gates, etc., are ready for use by the children. The staff person will sign and date the checklist.
Any area not appropriate for use (equipment needing repair, ice patch on surfacing, etc.) is to be reported to the Supervisor and is sectioned or blocked off from the children while awaiting repair.

Daily Outdoor Inspection Checklists are maintained in each of the classroom binders.

2. **Monthly Maintenance Inspections:** The monthly inspection is to be completed by the Supervisor who inspects the playground using the **Monthly Inspection Checklist**. Hazards or deficiencies should be identified on the **Monthly Inspection Checklist**. Items that require repair or replacement must be noted in the **Playground Repair Log**. If the defect cannot be immediately addressed, all reasonable steps should be taken to restrict children's access to damaged equipment. The Supervisor reviews all reports of the past month and records all follow-up action.
3. **Annual Inspection:** The playground is to be inspected annually by a certified third party company approved by the respective school board.
 - Park Lawn Preschool Inc. will ensure that the certified playground inspection is conducted by a third party inspector who:
 - Has declared non-conflict of interest including declaration of non-affiliation with playground equipment and protective surface manufacturers, suppliers and/or other contractors involved in the retrofit, upgrade or repair of the playground equipment and protective surfaces;
 - has proof of current Professional Errors and Omissions insurance coverage; and
 - has proof of playground inspector certification.

Any issues identified from the inspection will be reported to the Supervisor who, in turn, will report to the Operations Manager and/or Board of Directors. An action plan will be devised to address any issues highlighted.

Monthly and Annual Inspections are located in the **Playground Inspection Binder** located in the Centre's office.

All documentation and reports related to the outdoor space or playground will be:

- **Kept for three years from the date they were created and/or updated (whichever date is most recent); and**
- **Made available for Ministry of Education staff to review at all times**

Repairs and Maintenance

- All items identified in the checklists as requiring repair will be documented in the **Playground Repair Log** and repaired or addressed in a timely manner. Note: the amount of time required will depend on the scope of the work and who is required to conduct the repairs.
- Documentation on the repair log will also include:
 - the date the issue was identified;
 - documentation of what steps and efforts have been taken to address any identified items which cannot be repaired immediately due to circumstances out of the child care centre's control; and
 - the date the related repairs were completed.

- Where outdoor space or playground repairs cannot be completed immediately, the area or space requiring repairs will be sectioned off to prevent children from using that area in order to protect their safety and reduce the risk of injury. Children will be supervised at all times during outdoor play to ensure that they do not approach or use spaces that are sectioned off pending repairs.
- Any repairs requiring alterations or renovations to the playground premises will not begin until site or playground plans are approved by a Ministry of Education Director.

Playground Accidents and Injury

Any accident or injury on the playground must be recorded following the Accident/Incident reporting procedures. All accidents must also be recorded in the ***Centre Accident Log***.

Outdoor Play

An outdoor staffing schedule and outdoor program plan will be posted and available for staff and parents on the program board for each age grouping. The outdoor program plan will indicate games and activities that will enhance both gross motor play and the daily program and will facilitate creative and constructive play. A playground rotation schedule will also be created by the centre supervisor to prevent exceeding the playground capacity at any time (if applicable).

Playground Safety Procedures

Timeline	Steps to Follow
<p>Daily: before using the outdoor play space/ playground</p>	<ol style="list-style-type: none"> 1. Program Staff must: <ol style="list-style-type: none"> i. walk around the entire outdoor play space or playground to look for and identify hazards and defects as indicated in the daily playground inspection checklist (the form in Appendix A may be used for this purpose); ii. remove any garbage, hazards or defects using gloves; iii. complete the playground inspection checklist, sign and date it; and iv. file the playground inspection checklist in the classroom binder. <p>Where hazards or defects cannot immediately be removed or repaired, program staff must:</p> <ol style="list-style-type: none"> i. report the hazards or defects to Centre Supervisor who will log and maintain the information in the repair log and take appropriate action to initiate any repairs. ii. Section off the area with the hazard/defect if it poses a hazard to children. 2. In preparation to exit the child care centre to use the outdoor play space or playground, program staff must: <ol style="list-style-type: none"> i. ensure all emergency medication accompanies children, where applicable; ii. ensure all emergency contact information is readily available for children; iii. ensure the attendance record is readily available; iv. ensure that the allergy and dietary restriction lists are readily available; v. ensure appropriate steps related to environmental factors have been implemented (e.g.: children are appropriately dressed for the weather, there are no entanglement risks, bug nets are in place, etc.); and vi. conduct head counts prior to leaving the indoor play activity area, and while transitioning them to the outdoor play space or playground.
<p>Daily: while using the outdoor play space/ playground</p>	<ol style="list-style-type: none"> 1. Staff must: <ol style="list-style-type: none"> i. position themselves in areas that ensure that all children and areas of the playground can be properly supervised at all times; ii. ensure that there is access to drinking water at all times; iii. complete head counts of children every staff and group transition ; iv. implement the goals and approaches of the program statement, such as engaging with the children in play; and v. refrain from using personal cellular phones (except in emergency

Timeline	Steps to Follow
	<p>situations) or using outdoor time to socialize with other staff, students or volunteers during outdoor play.</p> <p style="text-align: center;">Where a child is injured on the playground, staff must:</p> <ol style="list-style-type: none"> i. administer first aid, where appropriate; ii. contact emergency services, where appropriate; iii. notify the parent of the child; iv. complete an accident report and provide a copy to the child’s parent; and v. follow the serious occurrence policy and procedures, where appropriate.
<p>Daily: When returning from the outdoor play space/ playground</p>	<ol style="list-style-type: none"> 1. Staff must: <ol style="list-style-type: none"> i. conduct head counts prior to returning indoors from the outdoor play space or playground, while transitioning indoors, and upon returning to the indoor play activity space. ii. Ensure that attendance records, emergency medication and children’s emergency contact information is brought indoors with the group.
<p>Monthly</p>	<ol style="list-style-type: none"> 1. The Centre Supervisor must: <ol style="list-style-type: none"> i. walk around the entire outdoor play space or playground to look for and identify hazards and defects as indicated in the monthly playground inspection checklist (the form in Appendix B may be used for this purpose); ii. remove any hazards or defects, where possible; iii. complete the monthly inspection checklist (including verification of seasonal issues), sign and date it; and iv. file the playground inspection checklist in the <i>Playground Inspection Binder</i>. <p>Where hazards or defects cannot immediately be removed or repaired, the centre supervisor must:</p> <ol style="list-style-type: none"> i. log and maintain the information in the repair log and take appropriate action to initiate any repairs and/or ii. report the hazards or defects to <i>Operations Manager</i> who will take appropriate action to initiate any repairs; and iii. Section off the area with the hazard/defect if it poses a hazard to children. 2. The Centre Supervisor must: <ol style="list-style-type: none"> i. review outdoor injuries and accidents that have occurred to look for trends; ii. take appropriate action to prevent similar injuries and accidents from

Timeline	Steps to Follow
	<p>happening in the future.</p> <p>3. The Centre Supervisor must:</p> <ul style="list-style-type: none"> i. review the repair logs and follow up on any outstanding identified issues still requiring repair.
Annually	<p>1. Where the playground has fixed equipment, the Centre Supervisor and/or Operations Manager must:</p> <ul style="list-style-type: none"> i. ensure a certified playground inspector conducts an annual playground inspection; ii. discuss the findings of the playground inspection with the certified playground inspector, including items that need to be repaired or replaced; and iii. obtain a copy of the playground inspection report. <p>2. Where hazards or defects cannot immediately be removed or repaired, the Centre Supervisor must:</p> <ul style="list-style-type: none"> i. log and maintain the information in the repair log and take appropriate action to initiate any repairs and/or ii. Report the hazards or defects to Operations Manager who will take appropriate action to initiate any repairs; and iii. section off the area with the hazard/defect if it poses a hazard to children.