

Playground Safety Policy and Action Plan at The Creative Preschool

Updated February 2010

- Always have cell phone and first aid book in first aid kits when going outdoors
- Check the first aid kits and make sure supplies have been replaced
- Have epi-pens in first aid kits or medication as needed for specific children
- Have the attendance book which includes child records whenever taking children outdoors
- Procedures in Case of Injury to Child sheet will always be in attendance book

-Procedures in case of injury to child:

- STAY CALM and take careful note of how the child was injured.
- NEVER MOVE THE CHILD unless the child's life is in danger. (traffic, fire) **Call 911**
- If in doubt of the seriousness of the incident, keep the child still and warm and **Call 911**.
- THERE IS A FIRST AID BOOK IN BOTH FIRST AID KITS.
- Call Supervisor in school as soon as possible: 416-465-3865
- Do not give anything to child by mouth to avoid choking.
- Supervisor will get child record and medical/emergency form of child and call 911 as needed. These forms will accompany child in ambulance to the hospital.
- TEACHERS MAINTAIN CONTROL OF SITUATION until medical professionals arrive.
- Teachers consult with each other, think through the situation and put one teacher in charge of the emergency with help as needed.
- Have copy of Child Record and Child's Medical Emergency Form with the child.
- **Do not consult TDSB or Eastern Commerce Office – Call 911**
- Remaining teachers supervise and gather children to match attendance record and return to school.
- Make sure entrance to school is accessible for Emergency Services and someone is waiting for them.
- **Phone parent ASAP**
- Go with child to hospital and/or meet parent there.

What should I say when I call 911?

- Ask for the service you require, police, fire or ambulance.
- State whether the child is conscious or unconscious.
- State how many other people have been injured.
- State your exact location:
The Creative Preschool at Eastern Commerce Collegiate
16 Phin Ave., Danforth and Jones, 2 blocks east of Jones, south on Byron,
west on Chatham Ave. to Phin Ave.
Enter through Service Entrance on north side of building on Chatham Ave.
- PHIN PARK is south of Eastern Commerce Collegiate accessible east of Jones at Baird/Condor Ave.
- State your telephone number
416-465-3865 or cell phone in use.

Ontario Poison Control: 1-800-268-9017

Directions for ambulance:

The Creative Preschool at Eastern Commerce Collegiate
Danforth and Jones, 2 blocks east of Jones, go south on Byron,
West on Chatham Ave. to Phin Ave.
Enter through Service Entrance on north side of building on Chatham Ave.
PHIN PARK is south of Eastern Commerce Collegiate accessible east of Jones at Baird/Condor Ave.
Our phone number is 416-465-3865

After an injury to a child:

- Fill out Incident Report for Playground Safety Log
- Follow Serious Occurrence Procedures
- Notify Supervisor if not present
- Notify Executive Officers of the Board of Directors

Supervision of the Children for Outdoor Play

Supervision

- Teachers will keep a head count of the children in the play area and mark each child off the attendance list if they leave the play area early.
- Adult to child ratios will be maintained outdoors with a minimum of two teachers and one participating adult for each group of 18 children.
- When going on field trip or to a public park, children will wear a CPS vest for easy identification.
- If there is too much activity in the public park making supervision difficult, staff will not take children into the area.
- Adults will stand around the perimeter of the play area ensuring constant visual supervision of the children at all times.
- Adult conversations will be kept at a minimum in order to ensure constant supervision of the children.
- Children must be supervised at all times when going to the washroom and only staff with criminal reference checks on file may take children to the washroom.
- Phin Park Morning Supervision with 5 teachers and 3 parents: one teacher will be on climber at entrance to tall slide, one teacher at swings, one teacher on east side at see-saw, one teacher on west side of climber, one teacher on north side of climber below opening going up to tall slide. Parents will be at swings, double slide on south side and at base of tall slide.
Teacher at swings would take children to the washroom while parent remains at swings.
- Phin Park Afternoon Supervision with 3 to 4 teachers and 1 parent: one teacher will be at swings, one teacher at see-saw, one teacher on climber at entrance to tall slide, one teacher (4th) on west side of climber.
- Phin Park, if less than 21 children with only 2 teachers and one parent, no climbing equipment may be used and only use of swings, see-saw and sand toys allowed.

Environmental Conditions

Children will be taken outdoors on school grounds and/or Phin Park.

When children are wearing cumbersome snowsuits, mittens and boots they may not have the dexterity to use the climbing equipment at the park. The climbing equipment will not be used at this time. Staff will evaluate the dexterity of older age groups when wearing boots and mittens.

If the ground is frozen hard and conditions are wet and slippery, the climbing equipment will not be used.

Care will be taken to stay indoors or adjust activities according to environmental conditions such as temperature, air quality or other conditions that could be harmful to young children.

Programming

Activities will be planned to encourage gross motor, creative and constructive play for children in keeping with daily indoor programming. This program will be posted along with indoor programming sheets in the school.

Requirements of the CSA Standard for Children's Play spaces and Equipment

Effective May 1998, the new CSA Standard Z614-98, was approved as a National Standard of Canada by the Standards Council of Canada. The Standard applies to any public outdoor play area, including child care centres.

- I. New or Newly Renovated: Standards apply to any new playground or newly renovated playground. Damaged or worn components are to be repaired or replaced to meet Standard.
- II. Surfacing: (New and Existing Playgrounds): All surfaces must provide and be maintained to provide acceptable shock-absorbing performance as set out in the Standard, regardless of the age

of the site. Regular maintenance of surfaces (raking, lifting, re-distributing) must be provided on an ongoing basis. Periodic site testing of installed protective surfacing is recommended.

III. Routine Maintenance and Inspections:

- Logging daily inspections will be carried out by Teacher with Attendance Book and Assistant Supervisor will carry out monthly, seasonal and annual inspection in consultation with Supervisor.
- Daily inspections will be carried out before children enter play area. This inspection will be logged on the Playground Inspection Sheet in the Attendance Book. These sheets will be transferred to the Playground Safety Binder in the Office.
- The Playground Safety Log sheet will be used for monthly, seasonal and annual inspections or at any time a report needs to be made to improve the play area. These sheets will be kept in the Playground Safety Binder in the office.
- A Playground Injury Binder will be kept in the office. An Incident Report binder will also be kept in each classroom
- All staff must review the playground policy prior to commencing employment and annually thereafter
- These records will be inspected at the time of the annual licence renewal visit.
- A written record of the Playground Safety Policy must be signed by staff and Supervisor and kept on file for two years. Volunteers must also verify that they have read the Playground Safety Policy.

1. **Daily Visual Inspection** to identify defect or emerging problems before proceeding into the area

- Check physical condition of play area (water, mud, ice, etc.) and avoid areas which have unsafe conditions for the children or adults
- Check the entire play area for hazardous debris or litter
- Check for damage caused by vandalism
- Check for strings and ropes of any kind and remove them
- Do not allow children to run, roll or slide while holding objects such as sticks or shovels or toys that could harm a child falling or running into someone or something else.
- Teachers are to politely ask dog owners to leash their dog, and ask the dog owner to walk in a different area while the children are playing. Remove dog excrement as needed.
- **Daily inspection of play area will be kept on the Playground Inspection Sheet in the Attendance Book.**

2. **Monthly Inspection with a Plan of Action** will be kept in Playground Safety Log kept in office: All equipment shall be inspected frequently for any potential hazards. A detailed inspection shall be carried out every month and the results and actions taken entered in Playground Safety Log that can be examined.

- Check for any damage and wear
- Check for any broken or missing handrails, guardrails, stairs, etc.
- Check for damaged fences, gates and retaining walls.
- When defects are observed, they shall be reported and repaired as soon as possible to Eastern Commerce or TDSB or Toronto City Parks regarding Phin Park.
- Details of the defect or problem will require a plan of action in writing.
- If the repair takes time, steps shall be taken to bar access to defective area or avoid general area completely.

3. **Seasonal Maintenance Inspection:**

Assess the playground site in preparation for summer or winter use. The seasonal inspections are to be completed and a written report kept in the Playground Safety Log. These inspections will be carried out in September, December, April and July

4. **Annual Comprehensive Inspection:**

An annual inspection and written report shall be completed by the Assistant Supervisor and Supervisor with a plan of action to remediate any identified concerns. This written report will be kept in the Playground Safety Log that can be examined.

5. **Annual Comprehensive Inspection and Written Report of Play Space:**

Every year a comprehensive inspection and a written report shall be provided by an **Independent Certified Playground Safety Inspector** at a cost billed to CPS.

According to the Day Nursery Act, compliance with the CSA Standard must be verified in writing, by an independent certified inspector, and a copy must be submitted to the Ministry of Community and Social Services. The results of the inspection and a plan of action shall be entered in the Playground Safety Log for examination.

On May 19, 2009 John Zandarin of Playscape Inspection & Consulting Service Inc. carried out a complete Safety Inspection of the play spaces & equipment at Phin Avenue Parkette. All equipment was found in good condition and meeting all requirements. Surface evaluation and surface impact tests were performed and were found to meet requirements. The age group for this equipment is for children 1.5 to 12 years old.

Playground Inspector's Recommendations:

- Before each use, sand at the foot of both slides will be raked to meet the base of the framework at the bottom of each slide.
- Foot rests and seats on seesaw in need of replacement in 12 to 24 months time as the edges are wearing. Top-up of protective surfacing (sand) will likely be required on site every 2-3 years.
- Keep rolling, rocking, play kitchen and hand toys 1.8 meters from fixed play equipment to avoid children falling on loose toys from play equipment.
- We are to evaluate the level of ability of our groups of children and place reasonable limits on the safe use or limitation of equipment.

