

Kidsville Early Learning Center

Outdoor Play and Playground Safety Policy and Procedures

Name of Child Care Centre: **Kidsville Early Learning Center**

Date Policy and Procedures Established: **July 12, 2023**

Date Policy and Procedures Updated: [Click here to enter text.](#)

Purpose

The purpose of this policy is to set out the responsibilities of the licensee, staff, students and volunteers in ensuring that the outdoor and playground spaces provide a safe and well-supervised environment for children's play and meet Canadian Standards Association (CSA) standards. This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for a playground safety policy for child care centers.

Policy

General

- The Licensee and/or On-Site Supervisor 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.

Playground Inspections/Checks

- A playground safety log will be kept by the Assistant Supervisor, providing information regarding injury reports, daily inspections, monthly inspections, annual inspections and action plans related to any findings of damage.
- Prior to the children going outside in the playground, (Toddler and Preschool), daily inspections will check the entire playground for any hazardous debris, or litter, damage due to vandalism, including gates, as well as any strings or ropes of any kind and removing them. These Procedures will be repeated in the afternoon and will be recorded on their daily playground check and reported to the On-Site Supervisor and/or Assistant Supervisor immediately.
- Outdoor play space, fixed play structures and surfacing checks will be conducted on a daily, monthly, and annual basis.
- All playground inspections will be documented. All documentation and reports will be filed by the Assistant Supervisor in the **Playground Inspection Binder** located in the office. .

- The licensee will ensure that where the playground has fixed equipment, 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.

Repairs and Maintenance

- All items identified in the checklists as requiring repair will be documented in the 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 Supervisor.
- A playground repair log will be maintained by the Assistant Supervisor with the date maintenance issues were found and dated when these have been repaired/fixed.

Compliance with the CSA Standards

- Any outdoor play space, fixed play structure or surfacing under those structures that is constructed or renovated will meet the requirements set out in the Canadian Standards Association (CSA) standard CAN/CSA-Z614-14, "Children's Playspaces and Equipment".
- Written confirmation of compliance with the CSA standard will be obtained from a Certified Playground Safety Inspector, upon completion of any repairs or renovations which have resulted in a non-compliance with the CSA standard as outlined in a playground inspection report.

Supervision

- Staff will adhere to the set outdoor play time as on the classroom schedules to prevent exceeding the capacity at any time.
- 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.
- Infant and toddler children will be separated from other children during outdoor activities.
- Staff will ensure that there all gates are securely closed at all times.
- Staff will ensure to position themselves throughout the playground to make sure that are children are supervised while at play.

Documentation and Report Retention

- 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.

Playground Safety Procedures

Timeline	Steps to Follow
Daily: before using the outdoor play space/ playground	1. Staff Member 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 Playground Inspection Binder. <p>Where hazards or defects cannot immediately be removed or repaired, staff must:</p>

Timeline	Steps to Follow
	<ul style="list-style-type: none"> i. report the hazards or defects to On-Site 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. <p>2. In preparation to exit the child care centre to use the outdoor play space or playground, Staff must:</p> <ul 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>	<p>1. Staff must:</p> <ul 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 15 minutes ; 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 situations) or using outdoor time to socialize with other staff, students or volunteers during outdoor play. <p>Where a child is injured on the playground, staff must:</p> <ul style="list-style-type: none"> i. administer first aid, where appropriate; ii. contact emergency services, where appropriate; iii. notify the parent of the child;

Timeline	Steps to Follow
	<ul style="list-style-type: none"> 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.
Daily: When returning from the outdoor play space/ playground	<ul style="list-style-type: none"> 1. Staff must: <ul 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.
Monthly	<ul style="list-style-type: none"> 1. Assistant Supervisor must: <ul 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 Playground Inspection Binder. <p>Where hazards or defects cannot immediately be removed or repaired, Assistant Supervisor must:</p> <ul style="list-style-type: none"> i. report the hazards or defects to Licensee and/or On-Site 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. On-Site Supervisor must: <ul 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 happening in the future. 3. Licensee and/or On-Site Supervisor must:

Timeline	Steps to Follow
	<ul style="list-style-type: none"> i. review the repair logs and follow up on any outstanding identified issues still requiring repair.
Annually	<ol style="list-style-type: none"> 1. Where the playground has fixed equipment, Licensee must: <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. 2. Where the playground does not have fixed equipment On-Site Supervisor and/or Assistant Supervisor must: <ul 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 annual playground inspection checklist; ii. remove any hazards or defects, where possible; iii. complete the annual inspection checklist, sign, and date it; and iv. develop a written plan to address any hazards and/or defects, including a timeline to address the issues identified during the inspection. 3. Where hazards or defects cannot immediately be removed or repaired, On-Site Supervisor must: <ul style="list-style-type: none"> i. report the hazards or defects to Licensee and/or On-Site 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.

There are situations which will prohibit children from outdoor play in the playground:

Inclement weather

- If the playground is not safe (i.e., slippery due to icy surface), children will go for a Neighbourhood Walk if the sidewalks have been cleared and are safe to use.
 - The staff-to-child ratio remains the same for a Neighbourhood Walk as it is in the classroom and playground.
 - No major streets (i.e., Tim Dobbie Drive) are crossed.
- If the temperature is -25 degrees Celsius or colder, including the Wind Chill Factor, children will remain indoors for Gross Motor Play.
 - If the temperature is between -20 to -24 degrees Celsius, including the Wind Chill Factor, the amount of time children will play outside will be reduced to 20 minutes.
- If it is raining, thundering, lightening, snowing, hailing, extreme winds and/or smog alerts, children will remain indoors for Gross Motor Play.
- If the temperature is 30 degrees Celsius, including the Humidity Index, children will remain indoors for Gross Motor Play.
 - If the temperature is between 25 to 29 degrees Celsius, including the Humidity Index, the amount of time children will play outside will be reduced to 20 minutes.
- If Environment Canada issues a Weather Alert due to extremely high or low temperatures, children will remain indoors for Gross Motor Play.

• **Parental/Guardian Consent**

- If a parent/guardian has provided a note indicating that their child is not permitted to go outside for medical reasons, a child will remain indoors for Gross Motor Play. Please be mindful that if a child is well-enough to attend school, they should be well-enough to play outdoors, unless there are extenuating circumstances.
 - Written consent must be provided daily for a child to remain indoors. Consent Form is provided below.
 - Children are permitted to remain indoors for a maximum of 2 days within a week.
 - A doctor's note is required if a child needs to remain indoors for longer than 2 days within a week.
 - It is the parents / guardians responsibility to ensure that a child has weather appropriate clothing to go outside.
 - Staff have the discretion to bring a child or children inside if it is no longer healthy or safe to remain outside (i.e., a child overheating).
 - Children will only be permitted to stay inside if staffing is available, ratios must be always maintained.

Kidsville Early Learning Center

Consent For A Child To Remain Indoors During Outdoor Play

Child's Name:		Date:	
Please do not send my child outdoors today.			
Reason:			
I have provided a doctor's note:	Yes	No	
Parent/Guardian's Name:			
Parent/Guardian's Signature:			

For Center Use Only	
Lead Staff Member's Signature:	
Designated Supervisor's Signature:	

Kidsville Early Learning Center
Playground Daily Inspection

Daily Inspections record general maintenance actions and concerns. Inspections will be completed prior to the child entering the area by the designated Supervisor or designated staff member. Check the entire area of the playground including the playground surface, shed, fence and gates:

- If there is no issue, place a “√” in the appropriate box.
- If there is an issue, place a “√” in the appropriate box once it is rectified.
- If there is an issue but it cannot be immediately rectified, place an “x” in the appropriate box, make notes in the comment box and report the issue to the designated Supervisor so that the issue can be addressed in a timely manner. The unsafe area will be blocked off from the students until it is safe.
- The last section only needs to be completed if outstanding issues need to be addressed.

Week of:	Monday	Tuesday	Wednesday	Thursday	Friday
Litter or Debris					
Insect/Animal Nests					
Sharp Edges or Protrusions					
Stings or Ropes					
Trip Hazards					
Damage Due to Vandalism					
Other Item:					
Comments:					
Inspector's Initials:					

Note: This report must still be completed if the playground is not used due to inclement weather.

Received by designated Supervisor on:	
All Issues Addressed by (date):	
Additional Comments:	
Designated Supervisor's Signature:	

Kidsville Early Learning Center
Playground Monthly Inspection

Monthly Inspections record any hazards or defects which need immediate attention or require a plan of action to resolve the problem within a specific timeframe. Inspections will be completed on the first Friday of every month by the designated Supervisor or as close to that date as possible.

Check the entire area of the playground including the playground surface, equipment, shed, fence, and gates:

- If there is no issue, place a “√” in the appropriate box.
- If there is an issue, place a “√” in the appropriate box once it is rectified.
- If there is an issue but it cannot be immediately rectified, place an “x” in the appropriate box, make notes in the comment box. The designated Supervisor is responsible for addressing the issue in a timely manner. The unsafe area will be blocked off from the students until it is safe.

Month and Year:	Safe	Description of Problem
Overall Playground Conditions		
Building and Fixtures		
Perimeter and Dividing Fence		
Dividing Fence Gate and Exit Gate		
Garden		
Artificial Turf Surface		
Rubber Surface		
Sheds		
Other Item:		

Play Equipment Condition		
Broken, Damaged, Loose Components		
Damaged Fasteners		
Worn Paint		
Other Item:		
Play Equipment Hazards		
Head or Neck Entrapments		
Pinch or Crush Points		
Sharp Edges or Protrusions		
String or Clothing Entanglements		
Other Item:		
Comments:		

All Issues Addressed By (Date):

Designated Supervisor's Signature:

Kidsville Early Learning Center**Playground Annual Inspection**

Annual Inspections record a comprehensive report on the playground. A plan of action will be created based on the findings. Inspections will be completed in September, the first month of the School Year.

Annual Comprehensive Written Report
Inspector's name:
Inspection date and time:
Weather conditions at the time of inspection:
Analysis of age-appropriateness of the equipment and the overall site:
Condition of surface:
Analysis of the entrapment areas, safety zones, and no-encroachment zones:
Record immediate safety concerns and hazards to assist with action plans, by identifying equipment that should be immediately removed/replaced, and conditions that must be immediately addressed:
Additional comments and/or recommendations:
Inspections Follow-up
Have all issues been addressed from the daily inspections this past year?

Have all issues been addressed from the monthly inspections this past year?
Action Plan
What is the plan of action based on the findings in the Annual Comprehensive Written Report?

All Issues Addressed By (Date):	
Designated Supervisor's Signature:	

Third Party Annual Inspection (if necessary)	
Name of Inspector:	
Date of Inspection:	