



Playground Inspection Policy

The Playground Inspection Policy of the Waterloo Co-Operative Preschool shall include policies and procedures that comply with all Ministry and regional regulations, and reflects the Canadian Standards Association standards CAN/CSA-2614-14 ie Regulation 137/15.

WCP follows the policies set out in the following relevant regulations and resources:

- [Ontario's Childcare Centre Licensing Manual](#)
- [Canadian Standards Association](#)
 - Resources and Best Practices
 - [Children's playspace and equipment](#)
- [Canadian Certified Canadian Playground Inspectors Directory](#)
- [Is Your Child Safe? Play Time](#) - Government of Canada Consumer Education Series

Staff will complete and document:

- a daily visible inspection;
- a monthly visible inspection; and
- an annual comprehensive inspection.

A copy of these policies and procedures will be kept in both the Policy and Procedure Binder and the Playground Safety Binder. All inspection reports and records will be kept on the daily checklist clipboard and the supervisor will file all forms in the Playground Safety Binder at the end of the year.

Sign-offs will be completed as follows:

- Staff will initial areas of the daily checklists as completed.
- Supervisor will sign monthly, seasonal and annual checklists.
- If an annual inspection is conducted by a 3rd party, this person will sign the Preschool's Annual Inspection form, otherwise the Supervisor conducts this inspection and signs this form.
- Supervisor will report any seasonal preparations required to the Board of Directors, ie: ensuring the church has hired a snow removal company, assigned a person to clear pathways, ensuring the gate can open, ensuring areas are salted, etc.

Daily Visual Inspection

- A daily visual inspection will be performed by the first teacher arriving at the playground before children have access to it, in the morning at 8:45 am and before afternoon class at 12:45 pm. Staff will walk the playground and assess by wiggling equipment and checking for loose parts, damage, or other potential hazards, and will document on daily, monthly, seasonal and/or annual checklists.
- Daily inspection includes checking for hazardous debris or litter, damage caused by vandalism, and checking for and removing any ropes or strings. Gloves are used to pick up litter or hazardous debris.
- Staff are aware of any child allergies and look for allergens in the playground ie: nuts hidden by squirrels, and beehives.
- The teacher will indicate on the playground safety checklist what is acceptable, sign and record the time the playground was checked, and document any concerns or requirements on the checklist.

Concerns will be reported to the appropriate individuals, ie. Supervisor, School Improvement Officer, President.

- The teachers will ensure individual needs are met, and modifications and accommodations are made to ensure safety and inclusion of all children and families accessing the playground. They will ensure enough playground materials are available, that they're appropriate for age, developmental learning, and needs, and are in a good state of repair.

Staff and volunteers will ensure ongoing supervision of all areas of the playground and must always remain in ratio. Staff will address any immediate safety concerns and document any health and safety concerns in the Daily Journal. The first aid kit is kept in the backpack which is hung at the gate on the fence. Staff will ensure the playground is designed so children can be supervised at all times, and circulate to ensure maximum supervision.

If there is a serious safety concern, appropriate action will be taken to remedy the situation to allow the children to play in the playground area safely.

If the playground must be closed due to a safety concern, it will remain closed until:

- The problem can be rectified, ie. more mulch, pea stone or sand is added, or
- The offending section of the playground is fenced off to allow the children to play in other areas.

Monthly Visual Inspection

The monthly inspection shall take place each month. A detailed record of any and all damage and/or potential hazards will be documented in the monthly section of the Playground Safety Binder and signed by the supervisor.

Defects will be reported to the School Improvement Officer, who will notify the President, Operations Officer, other members of the Board of Directors, and/or church affiliates as needed. A plan of action shall be determined with a proposed timeline put in place.

Annual Comprehensive Inspection

If CSA standards require it (i.e. if the playground has moving parts), or if it is recommended, a comprehensive inspection and written report shall be completed by an independent third party on or about September 1st of each year. This person will declare no conflict of interest, will have current professional errors and omissions insurance coverage, and will have a playground inspection certificate.

The Board of Directors will be informed and a plan of action will be completed upon receiving the written report. This is kept in the Playground Safety Binder. This plan of action will include timelines to address each issue. The President is responsible to ensure the appropriate professionals are consulted whenever changes are made to the playground, ie contacting "Play safe" to confirm if inspections are needed. All documentation will be kept for a minimum of 3 years and available for the Ministry of Education to review at any time.

A Repair Log and Maintenance Requests

The supervisor will fill out a maintenance request form and will keep records indicating when concerns were discovered, who they were reported to and when repairs are expected to be completed. These logs and daily

checklists are kept on a clipboard on the attendance desk along with other health and safety checklists to be conducted by a teacher or supervisor each day before use. Maintenance request forms are filled out with hazard rating with low priority to high priority. Repair logs will have a space for comments and action plans with a date that indicates when the issue was identified, the efforts taken to address any identified items that cannot be repaired immediately and the date the repairs are completed, along with the time of completion and signature.

How to Deal with Hazards

The Supervisor will bring concerns up at the monthly board meeting. If it is something urgent the Supervisor will contact the School Improvement Committee, church official or another qualified individual who is competent to address and fix the issue promptly. If an area needs to be blocked off, the Supervisor will ensure there is sufficient staffing for supervision. Methods of closing may include a tarp to cover, or temporary gates (ie. dog gates or baby gates) to surround unsafe areas to close them to ensure children do not approach sectioned off areas.

Revised: January 2023 by Britney Stewart and BOD

Approved By: Britney Stewart (President) on January 2023

Seconded By: Meg Burns-Dolson (Membership) on January 2023