



GENERAL MANUAL POLICY

APPROVED BY:

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Executive Director

CATEGORY: W.J. Griffis Children's Centre

TOPIC: Playground/Outdoor Safety

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POLICY

W. J. Griffis Children's Centre is committed to providing a safe, stimulating, creative, and ecologically friendly outdoor environment that enhances the social, explorative, and learning needs of the children attending the Centre. Ontario R.R.O 1990, Regulation 262, Day Nurseries Act, outlines the minimum standards that must be followed.

GENERAL MANUAL PROCEDURE

TOPIC: Playground/Outdoor Safety

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PROCEDURE:

The W. J. Griffis Children's Centre (Centre) has adopted a set of requirements for the supervision of children in the outdoor space in order to promote a safe environment where children can engage in a variety of activities.

- Plants that are hazardous or poisonous will not be planted in the gardens.
- Staff persons or the supervisor will log the daily, monthly, and seasonal maintenance inspections in the Green-space Daily Checklist binder. The daily visual inspection will look for any hazardous debris or litter and any damage caused by vandalism. The monthly inspection will assess any damage or wear on the playground items and any damage to fences, gates or retaining walls.
- The supervisor will request and schedule required maintenance and repairs, and record when completed.
- The Centre will incorporate outdoor program plans in monthly planning meetings in order to ensure that activities offered will enhance gross motor play while providing creative stimulation.
- Children will be supervised in the outdoor space, by the required number of staff, in accordance with the Licensing requirements as set out by the Ministry.
- All staff will review this policy prior to commencing employment and annually thereafter. The written record of review will be signed by the staff and supervisor, and be maintained on file for at least two years.
- A record of all incidents from the outdoor space will be documented in the Daily/Monthly Checklist binder.
 - The Injury Report Form will be completed by staff for any injury to a child while in the outdoor space.
 - Parents/guardian will be notified of the injury.
 - Should the injury be deemed that of a Serious Occurrence nature, staff must follow the agency's general policies and procedures for Serious Occurrence reporting. The Injury Report Form will be attached to the Serious Occurrence submission form.