

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION B: ADMINISTRATION**

OUTDOOR PLAYSPACES & EQUIPMENT	PROCEDURE
EFFECTIVE: 2000 12 01 / 2005 03 30 / 2016 03 22	

APPLICABLE REFERENCES:

- Policy – Outdoor Playspaces & Equipment
- Policy and Procedures – Fundraising
- Policy and Procedures – Donations to the Board
- Policy and Procedures – Purchasing
- Facility Services Procedural Guideline – Outdoor Playspaces & Equipment
- Facility Services Procedural Guideline – Site & Building Alterations
- CAN/CSA-Z614 standard on Children’s Playspaces and Equipment (including Annex H)

ADMINISTRATIVE PROCEDURES:

1.0 Responsibility

- 1.1 The Treasurer of the Board will be responsible for the implementation of this policy and procedure.
- 1.2 The Manager of Facility Services will be responsible for communication of this policy and procedure to all school administrators, providing any related in-service and ensuring compliance by all schools.
- 1.3 The Principal will ensure that school staff and the school community, through the Catholic School Advisory Council, are aware of and adhere to these procedures.

2.0 Expectations

2.1 Planning

- 2.1.1 Where a sub-committee of the Catholic School Advisory Council expresses an interest in developing an outdoor playspace, the Principal is responsible for being the liaison for the entire project.
- 2.1.2 The sub-committee will be responsible for all costs associated with planning, design, implementation, and maintenance.
- 2.1.3 The Principal will review the proposed concept, budget and site location with Facility Services.
- 2.1.4 Facility Services will identify any potential issues with the proposed project plan.
- 2.1.5 Facility Services will engage a consultant to develop the preliminary design, construction and maintenance budgets for the school to use for fundraising.

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- 2.1.6 The sub-committee will submit the final plan for approval to the Principal and the Manager of Facility Services.
- 2.1.7 The design of all new outdoor playspaces and equipment must meet or exceed the most recent standard published by the Canadian Standards Association (C.S.A.) as well as guidelines established by the Facility Services Department.
- 2.1.8 Outdoor play equipment donated or purchased by the local school community or any other third party will become the sole property of the Board.

2.2 Training

- 2.2.1 The Principal will ensure that students and supervisors are trained in the safe use of equipment. The Principal or designate will enforce the outdoor playspace and equipment safety rules outlined in the Facility Services Procedural Guideline "Outdoor Playspaces & Equipment".

2.3 Implementation

- 2.3.1 The school will notify Facility Services when the fundraising target has been met.
- 2.3.2 Facility Services will engage an approved consultant to prepare contract documents, drawings and maintenance plan.
- 2.3.3 All outdoor playspaces and equipment must be designed and constructed to contract specifications, details, manufacturer instructions and C.S.A. standards.
- 2.3.4 Facility Services will issue the project tender in compliance with the Board's Purchasing Policy and Procedures.
- 2.3.5 The Principal and Manager of Facility Services will verify funding availability with the Finance Department.
- 2.3.6 Facility Services will award the contract and issue a purchase order to the approved contractor.
- 2.3.7 Construction will be supervised and monitored by the consultant and Facility Services.
- 2.3.8 At project completion, the consultant and inspection company will sign off on installation before turning over the outdoor playspace and equipment to the school.

2.4 Inspection, Record Keeping and Maintenance

- 2.4.1 The Principal or designate is responsible for the day-to-day safety of the outdoor playspace and equipment, and for the assignment of adequate supervision during school hours.
- 2.4.2 The Principal or designate is responsible for the inspection of the outdoor playspace and equipment and will:
 - a) maintain the approved Facility Services log of daily visual inspections
 - b) maintain a permanent record of monthly inspections
 - c) ensure funding is allocated for annual maintenance and upkeep

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2.4.3 The Facility Services Department will co-ordinate and pay for annual third party inspections and will provide a written report of the equipment's condition to the school.

2.5 Unsafe Outdoor Play Equipment

2.5.1 If the outdoor play equipment is deemed unsafe, the Principal or designate will restrict access, post warnings and submit a work order for repairs if required.

2.5.2 If the Facility Services Department determines that the outdoor play equipment is no longer viable, it reserves the right to remove, relocate and/or dispose of the equipment in any manner deemed appropriate.

2.5.3 If equipment is removed, the Board is not responsible for the cost of replacement.

3.0 Additional Information

3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.