

**PLAYGROUNDS AND PLAYGROUND EQUIPMENT  
ON SCHOOL PROPERTY****Category:** Facilities**Effective:** August 2013  
*Revised June*  
2019**Policy Statement**

Anglophone West School District encourages safe, creative playgrounds and related equipment, designed to nurture children's creative, social, emotional, cognitive and physical development. The safety of children using playground facilities at school and the related liability are of the utmost concern. Standards in this area are according to the Canadian Standards Association.

**Procedures**

1. New playground equipment, equipment modifications, alterations, improvements and/or replacements installed on school property shall conform to the guidelines outlined in Children's Playspaces and Equipment, CAN/CSA – Z614-07, April, 2008, and updated from time to time. The CSA standard is filed in the office of the Property Services Manager and is also available through the New Brunswick Department of Municipalities, Culture and Housing.
2. Structures and equipment have historically been provided through parental contributions, community based organizations, or other third party donations. The Department of Education and Early Childhood Development has confirmed that some funding project dollars will go towards the procurement of new playground equipment for new schools being built in the Province. For existing schools, new playground equipment or replacement thereof will continue to be a community responsibility.
3. When a group or organization outside the school proposes to upgrade or purchase new playground equipment for school property, the Principal of that school and the Facilities Manager shall have the authority to determine the suitability of any such proposal within the guidelines of this policy.
4. Playground equipment on school property which has been provided by outside organizations becomes the property of the school district and shall be maintained on the same basis as playground equipment provided by the school district.
5. The school district shall provide support for playground facilities by absorbing costs of minor repairs to equipment, removal costs of old equipment, inspection and consultation services by District certified inspectors and the cost for their training, purchasing services and installation arrangements.



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6. All work done to playspace areas around equipment on school property must meet the requirements of the Crown Construction Contracts Act and Regulations, CAN/CSA-Z614-07, or subsequent versions, – Children’s Playspaces and Equipment, and Public Purchasing Act.
7. Procedures for groups to follow regarding the acquisition, modification, alteration or improvement of playground equipment or the installation include: raise funds; coordinate the plans through the School Principal ensuring that the plan contains a description of the equipment to be purchased, site plan showing placement of equipment on school property in relation to school, walkways and driveways; and a detailed installation guide provided by the supplier of the equipment. The Principal will submit the proposal to the District Facilities Manager for approval.
8. The School District will make the arrangements for purchase of equipment through the District Purchasing Officer to ensure compliance with the Public Purchasing Act. Donations of playground equipment meeting CAN-ESA Standards are acceptable. Installation is in accordance with this policy.
9. The School District will make arrangements for installation of equipment through the District Facilities Department. All installations of equipment on school grounds must be done by a certified playground installer to ensure compliance with CSA standards and to limit the liability to the Province of New Brunswick.
10. The School or the group shall submit a cheque, payable to the Minister of Finance, to the Budget & Accounting Department at the Office of the Superintendent.
11. As a result of constantly changing standards, this policy shall be subject to review every three to five years, or as new information arises.
12. The Principal shall ensure that a general visual safety inspection of the playgrounds and playground equipment is carried out by the on-duty playground supervisor. Concerns regarding safety or vandalism shall be reported to the Principal.
13. The Facilities Department shall immediately repair or remove any playground equipment identified by the Principal or Facilities Manager to be unsafe.

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**Other points to remember when supervising a playground are:**

1. Playground supervisors are encouraged to take first aid and accident training.
2. A written schedule should be established that provides for constant supervision.
3. Instruct children in proper use of the equipment and proper dress for play (e.g. no trailing scarves).
4. Play equipment and areas require frequent inspections and should be free of things such as broken glass and litter.
5. Prevent children from using wet or damaged equipment.
6. Limit the number of children on one piece of equipment. Suggest they take turns, or direct their attention towards other equipment or activities.
7. Constantly monitor the children's play patterns to ensure they are playing safe. Unsafe play practices should be addressed immediately. If a hazardous situation exists, fix it or report it to your supervisor for immediate repair. Close off the play area until the situation is corrected.
8. Make weekly visual inspections of the equipment and make note of any safety concerns.
9. School Grounds and Playgrounds during school hours are intended for students only and they shall be supervised appropriately.
10. Report all accidents as per Policy 129.

**Reference**

- [Crown Construction Contracts Act](#) and Regulations