**The Salvation Army London Village**

**Safety Policies And Procedures**

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***Section Safety***

# Arts And Crafts

**Approved Date: February 10, 2003**

**Review Date: November 2016**

**Purpose**

Children are naturally inquisitive. They like to test their skill and abilities. They love to explore their physical surroundings; test limits and see how far they can go. Active supervision is vital for ensuring children’s safety. This means watching the children, inspecting equipment and preventing injuries.

**Policy**

Staff will actively supervise the children in our care. Children are never left unattended. They will adhere to the following procedures. Any safety concerns will be reported to the Program Director.

**Procedure**

1. Always remember, do not use previously used egg cartons or meat trays for crafts.
2. Crushed egg shells may be used only if eggs have been boiled on site.
3. Eggs used for Easter egg hunts should not be consumed (increase in risk of food poisoning).
4. Toilet paper rolls are not permitted. Paper towel or gift wrap rolls are acceptable materials.
5. All supplies will be kept in a locked cupboard.

***Section Safety***

# Emergency Management

**Approved Date: February 10, 2003**

**Review Date: November 2016**

**Purpose**

The purpose of this policy is to provide clear direction for staff to follow to deal with emergency situations. The procedures set out steps for staff to follow to support the safety and well-being of everyone involved.

Clear policies and procedures will support all individuals to manage responses and responsibilities during an emergency, resulting in the safest outcomes possible.

**Definitions**

*All-Clear: A notification from an authority that a threat and/or disaster no longer pose a danger and it is deemed safe to return to the child care premises and/or resume normal operations.*

*Authority: A person or entity responsible for providing direction during an emergency situation (e.g. emergency services personnel, the licensee).*

*Emergency: An urgent or pressing situation where immediate action is required to ensure the safety of children and adults in attendance. These include situations that may not affect the whole child care centre (e.g. child-specific incidents) and where 911 is called.*

*Emergency Services Personnel: persons responsible for ensuring public safety and mitigating activities in an emergency (e.g. law enforcement, fire departments, emergency medical services, rescue services).*

*Evacuation Site: the designated off-site location where shelter is obtained during an emergency. The evacuation site is used when it is deemed unsafe to be at or return to the child care centre.*

*Meeting Place: the designated safe place near the child care centre where everyone is to initially gather before proceeding to the evacuation site, or returning to the child care centre if evacuation is not necessary.*

*Staff: Individual employed by the licensee (e.g. program staff, supervisor).*

*Unsafe to Return: A notification from an authority that a threat and/or disaster continue to pose a danger and it is unsafe to return to the child care premises.*

**Policy**

Staff will follow the emergency response procedures outlined in this document by following these three phases:

1. Immediate Emergency Response;
2. Next Steps during an Emergency; and
3. Recovery.

Staff will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation.

Fire drills will be conducted monthly and a record will be kept of all fire drills.

All staff will be trained in Standard First Aid, CPR Level C.

For situations that require evacuation of the child care centre, the meeting place to gather immediately will be located: **in the Handicapped Parking Area. The children should be kept as far away from the building as possible.**

If it is deemed ‘unsafe to return’ to the child care centre, the evacuation site to proceed to is located at: **The gymnasium at the Main Building**

**Note: all directions given by emergency services personnel will be followed under all circumstances, including directions to evacuate to locations different than those listed above.**

For any emergency situations involving a child with an individualized plan in place, the procedures in the child’s individualized plan will be followed.

If any emergency situations happen that are not described in this document, staff will also refer to the *Operational Manual Policy 4.21.0 - Emergency Preparedness Plan*, and the *Child Care Fire Safety Plan* which will provide additional information and direction to staff for the immediate response and next steps. Staff will follow the direction given.

If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed.

**Procedure**

**Phase 1: Immediate Emergency Response**

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| --- | --- | --- |
|  | Procedure | Staff Responsible |
| **Lockdown**  *When a threat is on, very near, or inside the child care centre. E.g. a suspicious individual in the building who is posing a threat.* | 1) The staff member who becomes aware of the threat must inform all other staff of the threat as quickly and safely as possible.  2) Staff members who are outdoors must ensure everyone who is outdoors proceeds to a safe location. If the threat is outside, staff should bring children inside immediately. If the threat is inside and staff are out in the yard, they should proceed to the evacuation site.  3) Staff inside the child care centre must:   * remain calm; * gather all children and move them away from doors and windows; * take children’s attendance to confirm all children are accounted for; * take shelter in closets, in washrooms and/or under furniture with the children, if appropriate; * keep children calm; * ensure children remain in the sheltered space; * wait for further instructions.   4) If possible, staff inside the program room(s) should also:   * close all window coverings and lock doors; * gather emergency medication; and * join the rest of the group for shelter.   5) Program Director or designate will immediately:   * close and lock all child care centre entrance/exit doors, if possible and if necessary; * post notice on doors for families and * take shelter.   **Note: only emergency service personnel are allowed to enter or exit the child care centre during a lockdown.** | All Staff  All Staff  All Staff  All Staff  Program Director or Designate |
| **Hold & Secure**  *When a threat is in the general vicinity of the child care centre, but not on or inside the child care premises. E.g. a shooting at a nearby building* | 1) The staff member who becomes aware of the external threat must inform the all other staff of the threat as quickly and safely as possible.  2) The Program Director will send an email to all the Village Management Team to ensure they are aware of the external threat and to notify them the child care program is on “Hold and Secure”.  2) Staff members who are outdoors must ensure everyone returns to their program room(s) immediately.  3) Staff in the program room must immediately:   * remain calm; * take children’s attendance to confirm all children are accounted for; * close all window coverings and windows in the program room; * continue normal operations of the program; and * wait for further instructions.   4) The Program Director or designate must immediately:   * close and lock all entrances/exits of the child care centre; * close all blinds and windows outside of the program rooms; and * place a note on the external doors with instructions that no one may enter or exit the child care centre.   **Note: only emergency services personnel are allowed to enter or exit the centre during a hold and secure.** | All Staff  Program Director  Staff  Program Director or Designate |
| **Bomb Threat**  *A threat to detonate an explosive device to cause property damage, death, or injuries E.g. phone call bomb threat, receipt of a suspicious package.* | Receipt of Bomb Threat by phone:  When a bomb threat is received by phone:  1. Listen  2. Be calm and courteous  3. Do not interrupt the caller  4. Obtain as much information as possible  5. If the phone call comes to a classroom, the classroom staff will use a pre-arranged signal to notify their colleague. While the call is ongoing, your colleague will call 911.  6. If the call comes to the Program Director, the Program Director will send a Group Email to the Village Management Team with the subject line saying “Bomb Threat in Child Care Centre. Call 911”. The first Village Management Team member to read the email will take action by sending a “reply all” email letting the rest of the Team know it is being handled and calling 911.  7. Take notes on the exact wording of the threat.  8. Answer the questions below in writing and submit to the staff (either the Village Administration Team member or front line staff) who has made the 911 call immediately. They will continue to communicate with the emergency personnel.  Questions to ask:  • What time will the bomb explode?  • Where is it?  • What does it look like?  • Where are you calling from?  • Why did you place the bomb?  • What is your name?  Identifying Characteristics:  Sex: Male or Female?  Accent: English or French or Other?  Voice: Loud or Soft or Other?  Speech: Fast or Slow or Other?  Diction: Good or Nasal or Lisp or Other?  Manner: Emotional or Calm or Vulgar or Other?  Background Noises?  Was voice familiar?  Was caller familiar with the area?  *Source: RCMP Canadian Bomb Data*  *Centre*  When a bomb Threat is received by other means (suspicious package, email etc.):   * The staff who finds the email or suspicious package will contact the Program Director who will call 911. * Staff will follow the directions according to the Police Department. * If directed to evacuate, the fire alarm will be used and staff will follow the fire safety plan. * The Program Director will notify the Executive Director of the situation. | Staff that receives the call  2nd Staff Member  Program Director and Village Management Team  Staff who takes the Call  These Questions are posted beside each phone.  Staff/Program Director |
| **Disaster Requiring Evacuation**  *A serious incident that affects the physical building and requires everyone to leave the premises. E.g. flood, power* *failure.* | 1) The staff member who becomes aware of the disaster must inform all other staff of the incident and that the centre must be evacuated, as quickly and safely as possible. If the centre must be evacuated, the fire alarm pull station must be used and staff must follow the centre’s fire evacuation procedures. See **Child Care Fire Safety Plan.**  2) Staff must immediately:   * remain calm; * gather all children, the attendance record, children’s emergency contact information any emergency /or non-emergency medications or supplies; * exit the building with the children using the nearest safe exit, bringing children’s outdoor clothing (if possible) according to weather conditions; * escort children to the meeting place; and * take children’s attendance to confirm all children are accounted for; * keep children calm; and * wait for further instructions.   3) Staff will:   * help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child’s individualized plan, if the individual is a child); and * in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation. * wait for further instructions.   4) If possible, the site designate must conduct a walk-through of the child care centre to verify that everyone has exited the building and secure any windows or doors, unless otherwise directed by emergency services personnel. | Staff  Staff  Staff/Program Director  Program Director |
| **Fire Safety Plan**  **See: The Fire Safety Plan for the Child Care Program for more information** | In the event of fire, staff will:   * Leave the fire area and take all children in your charge with you, the attendance record, children’s emergency contact information any emergency /or non-emergency medications or supplies; * Close all doors behind you; * Activate the fire alarm; use the pull station and; * Use exits to leave the building immediately. Proceed to the assembly area (handicap parking area) taking all children in your charge with you. * Notify the fire department (911) from a cell phone, portable radio or neighbours phone; * Never assume that this has been done; know and give correct address and location of fire in the building (**Child Care Building: 1340 Dundas Street East – northeast corner of** **Dundas Street and Highbury** **Ave)**;   **Do not return until it is declared safe to do so by emergency Service personnel or Property Manager**  If you are in a room and a fire alarm is heard:   1. Before opening door, feel door and door knob for heat. If not hot, brace yourself against door and open slightly. If you feel air pressure or hot draft, close door quickly. 2. If you find no fire or smoke in corridor, close door behind you and leave by nearest exit. 3. If you encounter smoke in corridor, consider taking corridor to other side of building where another corridor may be clear, or return to the room. 4. If you cannot leave a room or have returned to it because of fire or heavy smoke, remain in the room and:  * close the door; * dial 911, tell the fire department where you are and signal to fire fighters; * seal all cracks where smoke can get in by using wet towels or sheets to seal door thresholds, transoms, sidelights and central air conditioning outlets if necessary (a roll of wide strong masking tape is useful); * crouch low to the floor if smoke enters the room; * move to the most protected room and partially open the window for air; close the window if smoke comes in; * wait to be rescued, remain calm, and; listen for instructions or information which may be given by authorized personnel or over loudspeaker.   In the event of a fire, the Program Director (or other supervisory persons so assigned) is responsible for the following:  1. Ensure that the fire alarm has been activated.  2. Notify the fire department of the emergency conditions, dial 911 and ask for the fire department.  3. Supervise the evacuation of the occupants to the assembly area and account for all employees and visitors.  4. Upon arrival of fire fighters from main station, inform the fire officer in charge regarding conditions in the building and co-ordinate the efforts of substation staff with those of the main station fire department.  5. Provide access and vital information to fire fighters, (i.e.: master keys for service rooms, etc.). When so informed, record and provide current list of locations of handicapped persons to fire fighters.  6. See that the fire alarm system is not silenced until the main station fire department has responded and the cause of the fire has been investigated. | Staff  Staff  Program Director or Designate |
| **Disaster – External Environmental Threat**  *An incident outside of the building that may have adverse effects on persons in the child care centre. E.g. gas leak, oil spill, chemical release, forest fire, nuclear emergency* | 1) The staff member who becomes aware of the external environmental threat must inform all other staff of the threat as quickly and safely as possible and, according to directions from emergency services personnel, advise whether to remain on site or evacuate the premises.  If remaining on site:  1) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room immediately.  2) Staff must immediately:  remain calm;   * take children’s attendance to confirm all children are accounted for; * close all program room windows and all doors that lead outside (where applicable); * seal off external air entryways located in the program rooms (where applicable); * continue with normal operations of the program; and * wait for further instructions.   3) The Program Director and the Property Manager must:   * seal off external air entryways not located in program rooms (where applicable); * place a note on all external doors with instructions that no one may enter or exit the child care centre until further notice; and * turn off all air handling equipment (i.e. heating, ventilation and/or air conditioning, where applicable).   **If emergency services personnel otherwise direct the child care centre to evacuate, follow the procedures outlined in the “Disaster Requiring Evacuation” section of this policy.** | Staff  Staff who are outdoors  Staff  Program Director and Property Manager |
| **Natural Disaster:**  **Tornado / Tornado Warning** | 1) The staff member who becomes aware of the tornado or tornado warning must inform all other staff as quickly and safely as possible.  2) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room(s) immediately.  3) Staff must immediately:   * remain calm; * gather all children; * take shelter in small interior ground floor rooms such as washrooms, closets or hallways; * take children’s attendance to confirm all children are accounted for; * remain and keep children away from windows, doors and exterior walls; * keep children calm; * conduct ongoing visual checks of the children; and * wait for further instructions. | Staff  Staff who are outdoors  Staff |
| **Natural Disaster:**  **Major Earthquake** | 1) Staff in the program room must immediately:   * remain calm; * instruct children to find shelter under a sturdy desk or table and away from unstable structures; * ensure that everyone is away from windows and outer walls; * help children who require assistance to find shelter; * for individuals in wheelchairs, lock the wheels and instruct the individual to duck as low as possible, and use a strong article (e.g. shelf, hard book, etc.) to protect their head and neck; * find safe shelter for themselves; * visually assess the safety of all children.; and * wait for the shaking to stop.   2) Staff members who are outdoors with children must immediately ensure that everyone outdoors stays away from buildings, power lines, trees, and other tall structures that may collapse, and wait for the shaking to stop.  3) Once the shaking stops, staff must:   * gather the children, their emergency cards and emergency medication; and * exit the building through the nearest safe exit, where possible, in case of aftershock or damage to the building.   4) If possible, prior to exiting the building, staff should also:   * take a first aid kit; and * gather all non-emergency medications.   5) Individuals who have exited the building must gather at the meeting place and wait for further instructions.  6) Designated staff will:   * help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child’s individualized plan, if the individual is a child); and * in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation and * wait for further instructions.   7) The site designate must conduct a walkthrough of the child care centre to ensure all individuals have evacuated, where possible. | Staff  Staff who are outdoors  Staff  Staff  Staff  Staff, Volunteers, Students, Children  Staff  Program Director and Property Manager |

**PHASE 2: NEXT STEPS DURING THE EMERGENCY**

1. Where emergency services personnel are not already aware of the situation, the Program Supervisor/ Designate must notify emergency services personnel (911) of the emergency as soon as possible.
2. Where the child care centre has been evacuated, emergency services must be notified of individuals remaining inside the building, where applicable.
3. The Program Director should inform the Executive Director and The Salvation Army Management Team of the emergency situation and the current status, once it is possible and safe to do so.
4. If the Program Director is not on site, the Assistant Program Director must contact the Executive Director to inform them of the emergency situation and the current status, once it is possible and safe to do so.
5. A List of all Emergency Contacts including Police, Ambulance, Fire, Executive Director, etc. is posted beside each phone in each room as well as in each classroom’s binder.
6. The Program Supervisor/ designate must wait for further instructions from emergency services personnel. Once instructions are received, they must communicate the instructions to staff and ensure they are followed.
7. Throughout the emergency, staff will:

* help keep children calm;
* take attendance to ensure that all children are accounted for;
* conduct ongoing visual checks and head counts of children;
* maintain constant supervision of the children; and
* engage children in activities, where possible

1. In situations where injuries have been sustained, staff with first aid training will assist with administering first aid. Staff must inform emergency personnel of server injuries requiring immediate attention and assistance.

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| **9 a) Procedures to Follow When “All-Clear” Notification is Given** | |
| **Procedures** | 1. The individual who receives the ‘all-clear’ from an authority must inform all staff that the ‘all-clear’ has been given and that it is safe to return to the child care centre. The Program Director or Designate should also notify the Executive Director and The Salvation Army Village Management Team. 2. Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals with returning to the child care centre. 3. Program Staff must:  * take attendance to ensure all children are accounted for; * escort children back to their program room(s), where applicable; * take attendance upon returning to the program room(s) to ensure that all children are accounted for; where applicable; and * re-open closed/sealed blinds, windows and doors.  1. Emergency Services Personnel or the Property Manager will determine if operations will resume and notify the Program Director who will notify the staff. |
| **Communication with Parents/Guardians** | 1. As soon as possible, the Program Director must notify parents/guardians of the emergency situation and that the all-clear has been given. 2. Where disasters have occurred that did not require evacuation of the child care centre, the Program Director will provide a notice in writing and/or electronically of the incident to parents/guardians as soon as possible which will be posted on the Parent Bulletin Board and by each entrance. 3. If normal operations do not resume the same day that an emergency situation has taken place, the Program Director will provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined. |
| **9 b) Procedures to Follow When “Unsafe to Return” Notification is Given** | |
| **Procedures** | 1. The individual who receives the ‘unsafe to return’ notification from an authority must inform all staff of this direction and instruct them to proceed from the meeting place to the gymnasium in the main building, or the site determined by emergency services personnel. 2. Staff must take attendance to confirm that all children are accounted for, and escort children to the evacuation site. 3. Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals to the evacuation site. 4. The Program Director will post a note for parents/guardians on the child care centre entrance with information on the evacuation site, where it is possible and safe to do so. 5. Upon arrival at the evacuation site, staff must:   remain calm;   * take attendance to ensure all children are accounted for; * help keep children calm; * engage children in activities, where possible; * conduct ongoing visual checks and head counts of children; * maintain constant supervision of the children; * keep attendance as children are picked up by their parents, guardians or authorized pick-up persons; and * remain at the evacuation site until all children have been picked up. |
| **“Unsafe To Return” Communication to Parents/Guardians** | 1. Upon arrival at the emergency evacuation site, the Program Director will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children. 2. Where possible, the Program Director/ Designate will inform the parents/guardians through “Remind” that the child care centre has been evacuated, and will include the details of the evacuation site location and contact information in the message. Families who have not initiated the “Remind” app will receive a phone call notifying them. The Salvation Army Village Management team will assist with making phone calls to the families. |
| **Additional Procedures for Next Steps During an Emergency** | 1. Any medical/ first-aid attention is provided to children and staff who are injured and emergency services is contacted if necessary. Documentation must be made of all injuries (both children and adults). 2. The child care program will ensure that there are extra diapers, and wipes kept in the main building in the event of an evacuation. 3. If evacuation is lengthy and it is safe to do so, a staff member will be designated to purchase snacks for the children and staff. 4. All Emergency situations will be documented in detail by the Program Director in the daily written record. 5. This plan must be shared with The Salvation Army Management Team so they are aware of their roles within the plan. |

**Phase 3: Recovery (After an Emergency Situation has Ended)**

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| **Procedures for Resuming Normal Operations** | 1. Resuming operations will be of utmost priority after any type of Emergency or Disaster. The timing of this will be dependent on many factors. When to resume operations could be determined by Fire and Police if a short-term incident or by the Program Director, in collaboration with the Executive Director of The Salvation Army London Village, the Ministry of Education Program Advisor and the Emergency Personnel for more long-term incidents, as required. 2. The Program Director will communicate with the Program Advisor as soon as possible after the incident and file a Serious Occurrence if required. 3. The Executive Director of The Salvation Army London Village will contact The Salvation Army Public Relation Department who will handle any media and community inquiries. 4. The Executive Director of The Salvation Army London Village will keep Divisional Headquarters informed of updates as necessary. 5. The Executive Director of The Salvation Army London Village will submit an Incident Report for Insurance Purposes. 6. If relocation is required, the Program Director, the Executive Director of the Salvation Army London Village and the Ministry of Education Program Advisor will determine suitable licensed temporary space. 7. Regular communication is provided to parents/ guardians when possible electronically (Remind) or written throughout the process of resuming operations. |
| **Procedures for Providing Support to Children and Staff who Experience Distress** | 1. The Program Director will use our Salvation Army Chaplain (as appropriate and requested) and will also partner with community services to access supports for children, families and staff who experience distress during and after an Emergency and Disaster situation. 2. Staff will be encouraged to use our Employee Assistance Program. (***Morneau Shepell*** 1-844-880-9142 workhealthlife.com) as required. |
| **Procedures for Debriefing Staff, Children and Parents/Guardians** | 1. Debriefing can happen in a number of ways, depending on the situation as follows: 2. Once safely back in their classrooms, Program Staff will engage in conversations and address questions from the children regarding more minor emergency situations. 3. The Program Director, the Executive Director of The Salvation Army London Village and The Salvation Army London Village Chaplain will provide opportunities for staff to debrief either informally or in a meeting setting depending on the situation. 4. Program Staff will play a part in debriefing Parents/Guardians of more minor incidents. Parents/ Guardians will be given the opportunity to meet with the Program Director, the Executive Director of The Salvation Army Village, The Salvation Army Village Chaplain and parent/ guardian meetings will be provided when determined necessary. |

***Section Safety***

# Extreme Temperatures

**Approved Date: February 10, 2003**

**Review Date: November 2016**

**Purpose**

In order to provide a safe outdoor play environment for children, there are a number of procedures to be followed. These will relate to the season. Policies and procedures will reflect the directives from the Middlesex-London Public Health Unit’s Safe Healthy Children Manual.

**Policy**

Children will be outdoors for up to two hours each day with the exception of extreme temperature alerts.

*Red Sign Alerts* will be displayed when there are extreme heat conditions.

*Blue Sign Alerts* will be displayed when there are extreme cold conditions.

The weather, and any deviations to the outdoor schedule will be noted in the daily log.

**Procedure**

* The criteria for issuing alerts are as follows:

Heat

* Forecast showing a humidex advising 40°C or higher
* Humidex is forecast to rise to 36°C or higher combined with a smog alert (air quality alert)
* Environment Canada issues a humidex warning for outdoor activity for people in the Middlesex-London area

Cold

* Daily predicted low temperature of -15°C without the wind chill
* Wind chill reaches a level at which Environment Canada issues a warning for outdoor activity for people in the Middlesex-London area
* Extreme weather conditions such as a blizzard or ice storm
* During extreme temperature conditions, the Health Unit issues an alert by e-mail and through the local media.
* The day care would then display the red/blue sign in public places where there is high traffic volume, serving as another opportunity to alert the public of the extreme temperature, and thus prevent and protect individuals from temperature-related injuries.
* Any articles of clothing that may increase the risk of entanglement must be removed from children’s clothing (ie. strings). Scarves should be tucked in.
* Children will wear sunscreen that is SPF 30 or higher that gives protection from UVA and UVB rays. Parents will sign an authorization to apply sunscreen. Sunscreen will be provided by the parents. Each child’s sunscreen will be labeled with their name.
* Apply sunscreen 20-30 minutes before going out. This is *important*. It allows time for active ingredients in the sunscreen to reach the protection level.
* Children less than 12 months old should be covered with clothing and kept out of direct sunlight as much as possible.
* If any child develops an allergic skin reaction such as redness, itching, blotchiness or a rash after sunscreen has been applied, stop using the product immediately. Inform the child’s parent of the reaction and suggest that he/she consult with a pharmacist or doctor regarding alternate sunscreen choices.
* The Salvation Army London Village Day Nursery will limit outdoor play between 11:00 a.m. and 4:00 p.m. during the summer when the sun’s UVB rays are strongest.
* Sunglasses, if worn by children, should be unbreakable and 100% UV protective.
* Children will be encouraged to wear a hat with a wide brim or with a back flap to cover the back of the neck.
* Children should be provided with plenty of fluids during the day.
* It is recommended that children wear close-toed shoes with a non-skid sole (ie. running shoes). If sandals are worn in the summer they should be attached by a strap to the child’s heel (not flip flops).
* Families should be encouraged to dress their children in appropriate seasonal clothing.
* Allergy and asthma medications and individual medical plans will be taken outdoors with children. As well, if the children go to a municipal park or on a field trip these items will accompany them.
* First Aid kits will accompany children and adults on any field trip.
* Whenever possible, children’s decisions around their clothing should be respected. Staff may have to use alternative solutions to convince children that the temperature may be too hot/cold for their clothing. At no time will physical force be used to add/remove clothing.

***Section Safety***

# Hazardous Substances

**Approved Date: February 10, 2003**

**Review Date: November 2016**

**Purpose**

Children are naturally inquisitive. They like to test their skill and abilities. They love to explore their physical surroundings; test limits and see how far they can go. Active supervision is vital for ensuring children’s safety. This means watching the children, inspecting equipment and preventing injuries.

Hazardous substances are those which are poisonous, flammable, explosive or corrosive to varying degrees.

**Policy**

Staff will actively supervise the children in our care. They will adhere to the following procedures. Any safety concerns will be reported to the Program Director. The staff at The Salvation Army Village Day Nursery will receive WHMIS training annually.

Staff will not purchase any cleaning product for the centre. This is the responsibility of the Property Manager. This will ensure all MSDS forms are on file.

The Property Manager will ensure staff receive necessary MSDS Sheets for all sanitizers and cleaning supplies. These will only be updated by the manufacturers when there are changes to the MSDS sheets. These will be supplied to the child care program by the Property Manager. Staff will use appropriate PPE (Personal Protective Equipment) if necessary.

**Procedure**

* Always replace the cap on any container before you set it down, even for a moment. Ensure that the cap is on tightly after each use.
* Keep any hazardous substances in a locked cupboard and in a location inaccessible to children.
* Upon orientation staff, volunteers and students will be made familiar with the handling and storage of chemicals and cleaners.
* Staff should make themselves aware of the first aid procedures for chemicals not covered with Hazardous Materials Data Sheets.

***Section Safety***

# Indoor Safety

**Approved Date: February 10, 2003**

**Review Date: November 2016**

**Purpose**

Children are naturally inquisitive. They like to test their skill and abilities. They love to explore their physical surroundings; test limits and see how far they can go. Active supervision is vital for ensuring children’s safety. This means staff need to be watching the children, inspecting equipment and the environment, and preventing injuries. Also, children spend most of their day indoors, if the quality of air in the program is poor it can have a negative impact on the health of the children and to a lesser but still significant degree the adult caregivers.

**Policy**

Staff will actively supervise the children in our care. They will adhere to the following procedures. Any safety concerns will be reported to the Program Director. Maintenance Repair Forms will be completed weekly by the staff designate.

**Procedure**

* Keep extension cords out of reach.
* Ensure that water in washroom taps does not exceed 49oC (120oF) to prevent accidental scalding.
* Ensure that all cribs, play pens, and highchairs comply with current safety standards set by Health Canada.
* Ensure that all change tables have a protective safety ledge, 2 ½ to 3 inches (6 to 8 cm) high and at least ¾ the length of the table. *Supervision is the key.* Remember that a safety ledge is not meant to replace constant supervision at the change table.
* Check large play equipment regularly for structural safety and potential hazards such as sharp edges and protrusions. Place mats under climbing equipment.
* Don’t have toys small enough for an infant to choke on.
* Store all hazardous substances in a locked cupboard or in an area inaccessible to children. Label all substances accurately and keep them in their original containers.
* Store all medication in a locked box or in an area inaccessible to children (except asthma and allergy medications).
* Park vehicles away from air intake vents. Open windows and doors to prevent the entrance of excess carbon monoxide and other harmful gases. Ensure parents turn off their vehicles when dropping off or picking up children.
* Store all cupboard, paper and other cellulose materials in a low humidity, well ventilated room to prevent mould growth.
* Discard any water-damaged materials that can encourage the growth of moulds. Discard cardboard and other cellulose materials that have a musty odour or appear damp. On a regular basis clean and disinfect and allow to dry any carpet rugs, etc. to prevent the growth of harmful organisms.
* Clean hard, mouldy surfaces with a solution of 1 ½ cups of household bleach to 1 gallon of water. (Note: wear rubber gloves and facemask; ensure room is well vented; wear protective clothing).

***Section Safety***

# Playground Equipment

**Approved Date: February 10, 2003**

**Review Date: November 2016**

**Purpose**

Most significant injuries to young children occur on outdoor playgrounds. Having policies in place relating to the maintenance, repairs, and replacement of equipment and the playground will assist in the prevention of these injuries.

**Policy**

Childcare operators will submit to the Ministry for approval, prior to initial construction or proposed alterations or renovations to the yard. The plan must show the layout of the site and equipment. All new equipment must meet the CSA standard. The most current standards will always be maintained with the Property Manager.

**Procedure**

* The Program Director will ensure that the Ministry has a layout of the existing infant, toddler, and preschool playgrounds. These layouts will also be available in the Playground Binder.
* The Program Director will ensure that the Ministry will approve any renovations to the existing playground.
* Any new equipment must meet the CSA standards.
* The manufacturer shall provide a written statement confirming compliance with this standard.

***Section Safety***

# Playground Inspection

**Approved Date: February 10, 2003**

**Review Date: November 2016**

**Purpose**

Most significant injuries to young children occur on outdoor playgrounds. Having policies in place relating to the maintenance, repairs, and replacement of equipment and the playground will assist in the prevention of these injuries.

**Policy**

Operators of the day nursery shall ensure that the equipment and furnishings are maintained in a safe and clean condition and are kept in a good state of repair. This applies to indoor and outdoor equipment. The Ministry of Education has adopted the CSA Standard, CAN/CSA Z614-14 as the indicator for play spaces and equipment.

**Procedure**

* Prior to the children arriving on the playground, the staff shall carry out a daily inspection checklist. (see appendix).
* Any identified deficiencies shall be reported to the Property Manager immediately. The Assistant Program Director or designate will complete any maintenance orders required.
* If the repair takes time, all reasonable steps shall be taken to bar access to the defective equipment. Cordoning of the defective area must be done in a safe manner. Warning signs alone are not acceptable. Rope or plastic tape cannot be used. Removal of the defective equipment is, in some cases, the only solution. If some areas of the playground remain in use by the children, the entire playground must be supervised at all times.
* Monthly inspections shall also be conducted and recorded on the appropriate checklist by the Property Manager.
* Annual Inspections will take place by a Certified Playground Inspector. This person will hold a current certification by the Canadian Playground Safety Institute. He/she must be a third party inspector and declare non-conflict of interest, including declaration of non-affiliation with playground equipment protective surfaces manufacturers and/or other contractors involved in the retrofit, upgrade or require of playground equipment and protective surfaces. He/she must have proof of current Professional Errors and Omissions insurance coverage.
* A copy of the Annual Report and Plan of Action will be provided to the Ministry of Education.
* Copies of all inspection checklists and action plans will be kept in the Playground Safety Log.
* If the children are taken to municipal parks or on field trips staff will do a preliminary investigation to determine if the area is a safe environment. Staff should complete an inspection of the area and equipment to ensure there are no hazards. A note would then be added to the playground safety log. The Program Director will report any hazards to Parks and Recreation, City of London.
* Sandboxes will be covered when not in use.
* When wading pools are used in the summer, bleach must be added to the water. Pools must be emptied daily and put away.
* Toys outside will be put away nightly.

***Section Safety***

# Playground Supervision

**Approved Date: February 10, 2003**

**Review Date: November 2016**

**Purpose**

Children are naturally inquisitive. They like to test their skill and abilities. They love to explore their physical surroundings; test limits and see how far they can go. However, not all outdoor play needs to be high energy or focused on gross motor skills. Children also benefit from a variety of opportunities to engage with the natural world, including exploration, investigation and observation of the environment.

Most significant injuries to young children occur on outdoor playgrounds; therefore, active supervision is vital for ensuring children’s safety. This means watching the children, inspecting equipment and preventing injuries. Having policies in place relating to the roles and responsibilities of the staff will assist in prevention of these injuries.

**Policy**

Staff will actively supervise the children in our care. They will adhere to the following procedures. Any safety concerns will be reported to the Program Director.

Ratios will not be reduced in the yard.

Playground policies will be reviewed upon hire and annually thereafter.

All staff, students and volunteers will receive training on the Playground Supervision policy by the Program Director or designate and each will sign off on the training prior to their first shift. Policies will be reviewed annually thereafter by staff, students and volunteers.

***Procedure***

* Staff will include within the posted program plan outdoor programming that provides for games and activities to enhance gross motor play, and provides creative stimulation.
* Through the implementation of these plans staff are to be involved in outdoor play with the children. Outdoor play is not a time for the staff to be socializing with one another. Staff will not cluster together in the yard but will spread out and position themselves to see all of the children and the yard to promote a safe play environment.
* When children are on equipment it is expected that at least one staff is present. This staff will not only spot children on the equipment, but will ensure that all rules are being followed. This is also an ideal time to facilitate language and concept development with children (i.e. up/down, in/out, seriation, etc.).
* Although the legislation does not cover the equipment or the playground for our children 3 months to 18 months, it is expected that the same rules will apply.
* All injuries which occur in the playground will be recorded on the Injury Report Form (see appendix). These will be kept in the playground safety log.
* Injuries will also be recorded on a Tracking Record sheet to ensure that one particular piece of equipment or hazard is not presenting concerns.
* Staff will be trained in First Aid and CPR.
* If the children are to be taken to municipal parks or on field trips, a first aid kit, the program binders and any necessary medications will accompany them.

***Section Safety***

# Poisonous Plants

**Approved Date: February 10, 2003**

**Review Date: November 2016**

**Purpose**

Children are naturally inquisitive. They like to test their skill and abilities. They love to explore their physical surroundings; test limits and see how far they can go. Active supervision is vital for ensuring children’s safety. This means watching the children, inspecting equipment and their environment, and preventing injuries.

**Policy**

Staff will actively supervise the children in our care. They will adhere to the following procedures. Any safety concerns will be reported to the Program Director.

**Procedure**

* Ensure play areas are free of poisonous plants and that indoor plants are inaccessible to children.
* Several of the most common houseplants are poisonous. When buying plants for the Day Nursery, check with the greenhouse to make sure that your choices are not poisonous. The following are examples of common houseplants, which are poisonous:
* Dieffenbachia
* Caladium
* Elephant’s Ear
* Philodendron
* Poinsettia
* Many common garden plants are also poisonous. Examples include:
* Crocus
* Daffodil
* Lily of the Valley
* Holly
* Yew
* Rhubarb Leaves
* Horse Chestnut
* Staff should be familiar with the names of the indoor plants and outdoor plants at the Day Nursery.
* Even a small amount of some plants can be dangerous.
* Keep plant seeds, bulbs, and fruit well away from small children.
* Teach children not to touch or play with plants or mouth anything found in the garden.
* Emergency phone numbers will be posted by each phone in the day care. Staff should be familiar with the phone number for Poison Control.
* In the event a child is suspected of ingesting a plant, take a piece of the plant and call Poison Control. The staff will contact the Program Director and the parents, and follow the instructions of Poison Control.

***Section Safety***

# Safe Drinking Water

**Approved Date: February 10, 2003**

**Review Date: November 2016**

**Purpose**

Stale water may be left in water pipes which may contain higher lead levels for consumers. Flushing the water system ensures that this stale water is not consumed.

More information on the ***Safe Drinking Water Act, 2002*** can be obtained though the Ministry of Environment website at www.ontario.ca/drinkingwater

**Policy**

**Legislation (3. *Safe Drinking Water Act, 2002; O.Reg. 243/07)***

The Program Director shall ensure that:

1. the plumbing is flushed on the first day that the day nursery is open in each week and completed before the day nursery is opened for families;
2. the cold water is flushed for at least five minutes from the taps at the end of each branch (Staff Room, Preschool Room A, Toddler Room A or Cottage 3 kitchen and children’s bathrooms) until the temperature of the water stabilizes
3. the cold water is flushed for at least 10 seconds from every other cold tap in the building (including the water fountain)\* that may be consumed/ or used for food preparation; and
4. the flushing is completed before the day nursery opens for the day.

***Documentation:***

The Program Director shall ensure that **a record is made** of the **date and time** of every flushing, what facets have been run and the **name of the person who performed the flushing.**

The Program Director shall ensure that every record made is **kept for at least six years**.

The Program Director will ensure that water testing is done by an approved third party laboratory annually between May 1st and October 31st.

Occasional audits may be done by the Ministry of the Environment. It is the responsibility of the Program Director to ensure that all necessary documentation is sent and any non-compliance issues addressed within the allotted time frame.

**Procedure**

* Upon arrival each Monday morning, the staff member on the opening shift will
* Go to the staff room (Room 106) and open the cold water tap (5 minutes).
* They will then go to Toddler Room A (Room 135) and open the two cold taps in the playroom (5 minutes).
* They will go to Preschool Room A (Room 133) and open two cold taps in the playroom (5 minutes).
* They will then proceed to every room to open the cold taps wherever a child may consume water or in places where food is prepared (10 seconds).
* In Cottage 3 (Senior Camp) upon arrival on any Professional Activity Day or at the beginning of any week, the staff member on the opening shift will
  + Go to the kitchen and open the cold water tap (5 minutes).
  + Go to the children’s bathrooms and open the cold water taps (5 minutes).
  + They will then proceed to every room to open the cold taps wherever a child may consume water (10 seconds).
* Any staff who will be signing off in the Water Flushing Binder must sign the form demonstrating their printed name and their written signature.
* The staff member will sign off in the water flushing binder when they have completed this responsibility. Staff must sign off using their full first and last name (initials are not acceptable).
* The Property Manager will make arrangements for all necessary testing, as well as, ensuring documentation goes to Public Health Unit, Ministry of Environment, and Ministry of Education.
* The Property Manager will ensure the Health and Safety Representative will receive copies of results for the water flushing binder.

***Section Safety***

# Smoking

**Approved Date: February 10, 2003**

**Review Date: November 2016**

**Purpose**

On July 1, 2003 the City of London passed **By-law No. PH-11 - Regulating Smoking in** **Workplaces in the City of London**. On February 17, 2003 the City of London passed **By-Law** **PH-10-Smoke Free Public Places in the City of London**.

As of May 31, 2006 The ***Smoke Free Ontario Act - O.Reg.48/*06** replaced the ***Ontario Smoking in the Workplace Act*** which completely bans smoking in most workplaces and public places in the province.

The intent of these by-laws and Acts is to protect the health of all Ontarians by prohibiting smoking in all enclosed workplaces and public places. Smoking will be prohibited at all times in a day nursery whether or not children are present.

**Policy**

The Salvation Army London Village Day Nursery is a smoke free facility. There will be no smoking in the buildings.

The employer shall place signs at each entrance and exit in a conspicuous manner and not obstructed from view to ensure that employees and the public are aware that there is no smoking permitted in the enclosed workplace.

The sign will include:

1. A black cigarette on a white background with the circle and the interdictory stroke in red.
2. The graphic symbol shall include the text “City of London By-Law”
3. Despite the fact that the symbol referred to is a cigarette, it shall include a lighted cigar, cigarette, pipe or any other lighted smoking instrument.

An enforcement officer, upon producing proper identification, may at all reasonable hours, enter any work place or any building or structure in which a workplace is situate and make examinations, investigations, or inquiries.

**Procedure**

* The Property manager will ensure that proper signage is posted and maintained indicating the facility as NO SMOKING.
* The policy will be reviewed with all staff, students and volunteers during orientation.
* The policy will be reviewed with all families enrolling their children in our care.
* The policy will be included in our Parent Handbook and Program Statements.

***Section Safety***

# Transportation - Vehicles

**Approved Date: February 10, 2003**

**Review Date: November 2016**

**Purpose**

To ensure that all staff members are aware of the procedures to follow when using Village vehicles. To ensure that staff members are equipped to transport participants safely.

**Policy**

All employees must successfully complete the driver education program before operating a Village vehicle (see Human Resources Drive Education and Responsibilities policy) and complete a Drivers Abstract.

Village vehicles will only be used by childcare staff when running errands for the Child Care program. We will not transport children from the childcare centre in Village Vehicles.

Staff members may not use their personal vehicles to transport program participants.

For any field trips, children will walk, use Public Transportation (LTC) or by transportation booked with a bus company.

If there is a medical emergency, children may be transported by taxi or ambulance accompanied by a staff member.

It is the responsibility of the organization to ensure employees safety by maintaining mechanically sound vehicles and by ensuring staff members are adequately orientated.

Staff members must ensure their safety and those of other staff passengers in a vehicle.

**Procedure**

* All passengers must be properly secured with seat belts. Do not allow passengers to slide the shoulder belt behind them.
* Passengers must be over 12 years of age to sit in the front passenger seat of any vehicle with a passenger side airbag.
* In the event of an accident with a Village vehicle the ownership and insurance information is located in the glove compartment and emergency numbers are provided as well.
* Any damage to the vehicle must be reported immediately to the Property Manager.

***Section Safety***

# Transportation - Walking

**Approved Date: February 10, 2003**

**Review Date: November 2016**

**Purpose**

Children are naturally inquisitive. They like to test their skill and abilities. They love to explore their physical surroundings; test limits and see how far they can go. Active supervision is vital for ensuring children’s safety. This means watching the children, inspecting equipment and preventing injuries.

**Policy**

Staff will actively supervise the children in our care. They will adhere to the following procedures. Any safety concerns will be reported to the Program Director.

**Procedure**

*Walking*

* Toddlers will use ropes when walking.
* Choose a route, which avoids busy streets.
* Choose a walking route with sidewalks.
* Choose a walking route, which requires a minimum of crossing traffic.
* Observe traffic rules. Remember that role modeling is an excellent way to teach small children.
* In winter, be sure that your walking routes are clear and free of ice.
* During summer months, choose shady walking routes.
* Whenever possible, we will maintain a higher adult to child ratio.

*Strollers and Carriages*

Strollers and carriages should meet Health Canada’s legislated standards for strollers/carriages under the Hazardous Products Act. These regulations cover the design, performance, and labeling of strollers/carriages. The instructions that accompany strollers must state the maximum height and weight of the occupants that the product is designed to carry. It is important to follow the guidelines laid out by the government and manufacturer. As always, safe supervision is important when taking children in strollers and carriages.

When using a stroller or carriage the following safety precautions must be taken:

* Always use the restraint system.
* Never leave a child in an unattended stroller.
* Never let a child stand in, or on, a stroller.
* Never put a car seat or infant seat on top of or into a stroller unless stated in the product manual.
* Be aware of what is at the child’s eye or hand level when in the stroller (e.g. sharp corners, branches, etc.).
* Do not hang purses or bags over the handlebars or overload the parcel rack – this will affect the balance and steering of the stroller.

Upon registration parents will sign a permission form allowing their children to go on walks.

***Section Safety***

# Use Of Insect Repellant

**Approved Date: February 10, 2003**

**Review Date: November 2016**

**Purpose**

In order to provide a safe outdoor environment for children, there are a number of procedures to be followed. These will relate to the season.

With the increased concern of Vector-borne diseases, families and staff should be educated on how to protect themselves from mosquito bites and the use of DEET.

**Policy**

The Salvation Army London Village Day Nursery will not apply products with DEET on the children. This is a parental responsibility.

This policy also applies to sunscreens with DEET in it. Only sunscreen will be applied to a child’s skin.

**Procedure**

The Program Director and staff will ensure information regarding Vector-borne diseases is available to parents on an annual basis.