



POLICY FOR SCHOOL PLAYGROUND PLANNING AND MAINTENANCE

Adopted October 15, 2003

1.0 OBJECTIVES

- 1.1 Define the responsibilities of all partners and other interested parties in school playground planning and maintenance in order to ensure the safety of all users.
- 1.2 Define the guidelines for the role of the involved parties in setting up and maintaining playground equipment and exterior facilities other than the school building itself.

2.0 PRINCIPLES

- 2.1 The Central Québec School Board is the property owner or acts as such in the case of leased property.
- 2.2 The use of the school playgrounds is the responsibility of the schools and centres.
- 2.3 The planning of play, sports and rest areas benefits the school population as well as the community as a whole, both local and regional.

3.0 REFERENCES

- 3.1 The Education Act (R.S.Q. ch. I-13.3)

4.0 DEFINITIONS

- 4.1 **Games:** a construction or area which allows running, climbing, playing, crawling and jumping and that are aimed at a physical activity that either has set rules or not.
- 4.2 **School Board:** the Central Québec School Board
- 4.3 **Governing Board:** the governing board of an elementary or secondary school or of an adult general or vocational training centre.

- 4.4 Planning Committee:** an ad hoc committee set up by the governing board, composed of parents, elected members or students (as the case may be), members of staff and a representative of the administration of the school or centre who may be assisted by representative(s) of the School Board or third party(ies) acting as partner(s).
- 4.5 Partner:** a public or private organization involved in a playground planning project.
- 4.6 Playground:** an area of a school or centre designed for individual or group games or as a rest area.

5.0 RESPONSIBILITIES

5.1 RESPONSIBILITIES OF THE GOVERNING BOARD

The governing board is responsible for:

- 5.1.1** All playground planning and maintenance projects.
- 5.1.2** Establishing a planning committee. In the event that a governing board decides not to form a planning committee, the governing board assumes the planning committee's responsibilities.
- 5.1.3** Defining the mandate of the planning committee that includes a minimum of yearly maintenance of all equipment.
- 5.1.4** Receiving the planning committee's recommendations as to the nature, financing, planning, carrying out, safety concerns, and time schedule for the playground planning project.
- 5.1.5** Approving a playground planning project.
- 5.1.6** Obtaining the necessary authorizations provided for in the present policy.
- 5.1.7** Obtaining the approval of the Buildings and Equipment Department prior to carrying out work on playground equipment, i.e. maintenance, demolition, installation, etc.
- 5.1.8** Include in the annual financial report to the School Board a mention of the state of playground equipment and the work that was carried out during the year.

5.2 RESPONSIBILITIES OF THE PLANNING COMMITTEE

The planning committee is responsible for:

- 5.2.1** Defining the individual responsibilities of each of its members (chair, treasurer, secretary, the person responsible for funding etc.).

- 5.2.2 Establishing the needs to be met based on observations made.
- 5.2.3 Analysing the different possibilities.
- 5.2.4 Seeking contributions from partners including the municipality that serves the school population.
- 5.2.5 Planning the carrying out of projects, taking into account budgetary restraints, time limits, safety concerns, and the contribution of partners and submitting the final project to the governing board.
- 5.2.6 Purchasing, installing and maintaining equipment conformity with CSA norms.

5.3 RESPONSIBILITIES OF THE SCHOOL BOARD

The school board is responsible for:

- 5.3.1 Ensuring the safety of its playgrounds, sharing this responsibility with the governing board, the planning committee and, in the case of a partnership agreement, with the partners.
- 5.3.2 Determining the amount to be allocated each year for operational costs and fixed costs.
- 5.3.3 Mandating the Buildings and Equipment Department:
 - 5.3.3.1 To offer consultative and professional support.
 - 5.3.3.2 To issue opinions, comments and suggestions.
 - 5.3.3.3 To ensure that the governing board of each school receives up-to-date information concerning playground safety standards and other norms.

5.4 RESPONSIBILITIES OF THE SCHOOL ADMINISTRATION

The school administration is responsible for:

- 5.4.1 Issuing directives as to the use, management and supervision of playground equipment.
- 5.4.2 Ensuring regular inspection of the equipment and taking the necessary action in situations where the health or safety of users is at risk.
- 5.4.3 Allocating the funds necessary for maintenance work for which the cost exceeds the budgeted contribution from the school board as adopted by the governing board.
- 5.4.4 If necessary, ensuring the financial participation of childcare services on the basis of the use they may make of the playground equipment.

5.5 RESPONSIBILITIES OF PARTNERS

A municipality or partner organisation is responsible for:

- 5.5.1** Designating a representative who can sit on the planning committee if necessary.
- 5.5.2** Participating in the carrying out of the project. This contribution can be in the form of services such as construction, consultation and the supply of materials, equipment and labour.
- 5.5.3** Carrying out maintenance and repair work if an agreement on this is in effect.
- 5.5.4** Recommending, guiding and advising, planning committee members according to its field of expertise or activity or financially supporting a planning project.
- 5.5.5** Ensuring the safety of users outside school hours if an agreement between the school and municipality to this effect has been established.