

<b>Policy Number:</b> HS 019	<b>Title:</b> Playground Checklists
<b>Performance Standard:</b> 1302.47	<b>Original Date:</b> 12/7/06 <b>Review Date:</b> 4/2020 AC
<b>USD 418 BOE Policy:</b>	<b>Policy Council Approval/Revision:</b> 1/2018 <b>BOE Approval:</b> 3/2018

**POLICY:**

Each site will have a staff member designated to perform a playground checklist every day that students are in session. Checks should include looking for and removing trash, checking for broken equipment, and checking that fences and gates are secured.

**PROCEDURE:**

The playground will be checked daily prior to children using the playground. This will be recorded on the Daily Playground Safety Checklist. If there is a safety concern, teaching staff will report it to the school's custodian and document that report was made on the checklist. If it is an immediate concern, make a report to the custodian, principal and Early Childhood Office. Checklists will be sent to the Assistant Director of Health & Safety weekly.