

FIRST NATIONS CHILD SEAT SHARE CO-OPERATIVE

Prepared by Insight Driving Solutions for the



First Nations Health Authority
Health through wellness

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The Child Seat Share Cooperative (CSSC) Guide

The purpose of this Child Seat Share Cooperative (CSSC) guide is to provide First Nation communities with an overview of what a CSSC program is; and how to develop and operate a CSSC program. The First Nations Child Seat Share Co-operative (CSSC) is our commitment as a community to accept that responsibility to ensure our future and our communities' future. This program begins with reading and understanding of this guide.

Part A: About Child Seat Share Cooperatives

Introduction

Mary Thomas (1995), Shuswap Elder says, *“the values of our people have ...ensured our existence. It is to the children that these values are passed. The children are our future and our survival.”* Care of children was a shared responsibility by the family and community.

Welcome in the spirit of protection for our children. We have been blessed with the gift of life and guardianship of that life. A life that knows no danger and is fearless, a life that is incapable of understanding danger and what it means to be in danger. We raise our children, guide them with our knowledge, by example, which becomes their path and understanding of life.

The risk of injury or death while traveling in a motor vehicle for the First Nations children in our communities is higher than the rest of the population in BC (British Columbia, 2009; BCIRPU 2006; Health Canada 2005, Canadian Population Health Initiative). These deaths are directly related to the misunderstanding of the use of seatbelts and child seats and the forces at work when travelling in a motor vehicle at slow speeds or high speeds. If the vehicle is moving, there is a danger to an unsecured child.

With your help in ensuring all First Nations children have access to child seats, all this can change.



What is a Child Seat Share Co-operative (CSSC)?

A Child Seat Share Cooperative (CSSC) is a sharing program that provides education and easy access to safe, up-to-date child seats. The goal of a CSSC program is to reduce the injuries and deaths of our children both within and outside our communities by accepting our responsibility as guardians of our community and future generations.

To achieve this goal a CSSC program will:

- Provide child seats for First Nations families and community members to use when transporting children.
- Provide resources that are relevant and culturally appropriate on the correct use of a child seat.

What types of CSSC programs are there?

A CSSC program can fall into one or more of the following categories.

Short term

A child seat is signed out from a central location for a short period of time. This could be for a trip to town or to see the doctor or a longer trip that requires the use of a child seat for a few days before the child seat is returned.

Long term

A child seat is provided for longer periods of time, usually until the child outgrows the seat and is ready for the next stage. For example, a parent or relative may sign out a child seat before a baby is born so it can be used to transport the child home from the hospital and then used as needed until the child has outgrown the child seat.



Band Vehicle

The CSSC child seats could be used for a First Nation's Band vehicle. For example, two or three child seats made available for the Band driver to use for transporting children.

Where do CSSC programs operate from?

In addition to the types of sharing programs, a CSSC program can be operated through different locations, or as a part of other programs within the First Nation community:

- The local Band office
- The Band Health Centre
- Programs where parents gather for fellowship and support, for example:
 - Best Babies
 - Brighter Futures
 - Head Start
 - Success by Six
 - Celebration of Life gathering

Do people operating a CSSC program need special training?

The training needed to run a CSSC program depends on the roles and responsibility a person is undertaking. Everyone working in a CSSC program will need training in the procedures involved in operating a CSSC program. Others will need child passenger safety training that includes:

- How to choose the appropriate child seat for a child
- How to correctly use a child seat
- How to assist another person to correctly use a child seat



*Story from Tabita Marks – Tsawout - **Children in 5-Point Harness child seats***

A mother just finished her day as an office receptionist and picked up her two children age 2 & 4 years old from our Tsawout Day Care. She only had a short distance to go but she secured them in their 5-point harness child seats and drove onto the Pat Bay Highway. She was coming up to an intersection just as the light was turning red. She slowed down and stopped not knowing four cars behind her a van was still travelling at 90 kmh. The van smashed into the car in front of it causing a five-car collision. One of the vehicles was hit so hard it smashed up onto the cement median and hit the mother and children's van from behind.

The lady's mother was also on the Pat Bay Highway and saw the police and ambulance directing traffic and helping those involved in the massive accident. She didn't know at the time that her daughter and her grand daughters were victims in the accident until she spotted their vehicle. She rushed to the scene and explained that was her daughter's vehicle. Her daughter was rushed to hospital with back and neck injuries but the children were fine and were taken home with Grandma.

I.C.B.C. covered the cost to replace the child seats and the mother chose to upgrade to a higher quality brand with the 5 point harness. Her children continue to talk about the accident each time they drive by where it took place. They also pull out their toys and act out the crash.

It took the mother a long time to recover from the accident both physically and mentally. The Grandmother continues to encourage her daughter do drive but she still feels anxious when she gets behind the wheel.

She wanted her children to receive counselling but a counsellor said she was already doing the best thing by continuing to drive with her children in child seats and reassuring them they were safe.



Why should we start a Child Seat Share Co-operative (CSSC)?

The most important reason to start a CSSC program is to ensure that all the children in your community have access to safe transportation when needed. A child has a better than average chance of surviving a motor vehicle crash, at any speed, if they are held in place by a secure child seat. By providing the access to child seats, a CSSC program can be a vital link to the prevention of motor vehicle injuries to First Nations children in BC and across Canada.

In addition to increasing the safety for present and future generations of First Nation children, a CSSC program decreases the expenses related to the limited time a child seat can be used because:

- All child seats expire after a certain length of time
- Children require different types child seats as they grow

It makes more sense to share a child seat than to have the added expense of purchasing a child seat that has an expiry date and limited use for a child. An additional advantage to a CSSC program is, by using the CSSC participants get an up-to-date child seat and education on how to use it correctly.

Many CSSC programs have had firsthand experiences where children have been saved by riding in a child seat and have survived both minor and serious car crashes. Families feel supported and appreciative of the CSSC coordinators and volunteers helping them take an active role in keeping their children safe.

A CSSC program relies on child safety advocates, like you, to take an active role in reaching out and supporting families, parents and guardians within your community.



What needs to be considered before starting a CSSC program?

To help determine if starting a CSSC program is right for your community consider the following questions related to:

- Finances
- Administration
- Operations
- Logistics
- Reach of the program
- Promotion

Financial considerations

- *How will you fund the training?*

Some programs rely on training sponsored by other organizations, e.g. ICBC, the BCAA Road Safety Foundation, Health Canada. Others will have to raise the funds or find funding to provide the training. Some communities have CPS educators in their community who can provide training at a low or even no cost to participants. What resources does your community have access to?

- *How will you purchase the initial child seats?*

The average cost of a child seat ranges from \$90 to \$200 each depending on type and manufacturer. Some organizations have child seat distribution programs that communities can access for low or no cost. Others raise funds within their community through donations or events. What types of funding or programs does your community have access to for the purchase of the required child seats.



- *How will the program purchase replacement seats/parts?*

The average expiry date of a child seat is four to six years after receiving the seat. In addition, sometimes parts need to be replaced. Will your funding model or programs your community has access to be prepared to replace expired seats and purchase replacement parts to ensure the program continues?

Administration

- *Can the administration of the CSSC program be part of the Band administration?*

For most CSSC programs there needs to be some type of administration support. Forms need to be filed, communications need to be managed, e.g. phone call, email, etc. Equipment needs to be managed. What types of administration services would be available for you to use in your community?

Operations

- *How many people are able to assist with the program?*

Most CSSC programs need help from volunteers or staff to ensure the program is sustainable. This could range from two to six people depending on the size of your community, number of children under nine, and the transportation needs of your community.

- *Is there a person who can coordinate the program?*

A CSSC program must have a person responsible for coordinating the program. The time this person needs to dedicate to the program will vary depending on the size of the program. Does your community have a person able to dedicate the time needed to ensure a CSSC program runs smoothly?



Reach of program

- *How many children do you have in your community? What are their ages?*

The reach that a CSSC program needs depends on the numbers of children under the age of nine in your community. The more children under nine, the farther the reach of the program will need to be.

- *How many families with children rely on the Band or a program vehicle for transportation?*

In some First Nation communities a Band or program vehicle is the main mode of transportation. In others, personal vehicles are the main mode of transportation. If a Band or program vehicle is the main mode of transportation in your community you might want to consider using a CSSC program to supply child seats for the Band vehicle.

- *Do families in your community have to travel to get basic services: health care, buy groceries, access school?*

When fewer services are available in or close to your community, families need to rely on transportation. The more motor vehicle transportation is needed, the more a CSSC program would be beneficial. What types of services do people in your community have to go away from home to access?

Logistics

- *Do you have a place to store the child seats and program materials?*

A CSSC program needs to have somewhere to store the child seats and materials. Some communities use space in their Band Office, and others use storage space in the Band Health Centre. Short term programs and sometimes Band vehicle programs require more storage space. The more child seats you need, the larger the storage space you will need.



- *What programs do you have in your community where parents gather together?*

A CSSC program can be operated through other programs that exist in your community e.g. Best Babies, Brighter Futures, Success by Six, etc. Operating a Share Co-operative through existing programs increases the chance of having a successful CSSC.

- *How will people access the program when they need it?*

People need a way to request the services of your CSSC. For short term sharing programs, people may need to access child seats at various times of the day and night. This could be after the Band office or other program offices are closed. So people need to have a way to request a child seat that doesn't rely on these offices being open, e.g. email, on-call phone service.

Promotion

- *How will the community learn about the child seat sharing program?*

People will need to know about the CSSC program in order to use it. Does your community have ways to let people know about similar programs? For example, bulletin boards, newsletters, gatherings, social media, etc.

How do I start a CSSC Program?

Now that you have read the sections above, considered the questions and would like to start a Child Seat Share Cooperative in your community, continue to 'Starting a CSSC Program' in Part B: Operating a CSSC Program.



Part B: Operating a CSSC Program

Before deciding to start a CSSC program it is important you read Part A of this guide to ensure your community can support a CSSC program. If you have read Part A, have considered all the elements required for a CSSC and are ready to start a CSSC, then congratulations. A CSSC program relies on child safety advocates, like you, to take an active role in reaching out and supporting families, parents and guardians within your community

I. Starting a CSSC program

One day someone will walk through your door and look you straight in the eye. They will walk right to you and wrap their arms around you like their dying breath depends on it. They may even begin to cry. That is when you will know you have made the right decision to start a CSSC program.

Although starting a CSSC program is a big commitment you will find these simple, straightforward procedures helpful and encouraging. So, lets get started!

1. **Determine if your community has someone trained in Child Passenger Safety (CPS):**

- Certified Child Passenger Safety Educator or Technician
- Basic CPS course or workshop

A person with some CPS expertise will be very beneficial to a CSSC program. They could become the coordinator, one of the workers or just act as a consultant to the program.



2. **Identify a CSSC co-ordinator**

The responsibilities of the CSSC Coordinator will be to oversee the administration and operations of the CSSC program. They should be a respected member of your community with leadership skills and a passion for the safety of the children in your community. If you have a certified Child Passenger Safety Educator or Technician in your community, this could be an ideal person to oversee a CSSC program.

3. **Sign a Memorandum of Agreement (MOA)** between the CSSC Coordinator, and a respected leader in your community, e.g. Chief or Elder which will identify the responsibilities of each as follows:

The CSSC Coordinator is responsible for:

- Maintaining the child seats including;
 - Ensuring adequate numbers of seats,
 - Cleaning,
 - Arranging for replacement of expiring seats,
 - Ordering and installing replacement parts,
- Maintaining the supply of materials including:
 - Program forms,
 - Handouts,
 - Child seat instructions,
- Ensuring all workers are appropriately trained.
- Keeping track of Shared child seats and provide reminders to parents when seats are to be returned
- Examining, cleaning and repairing returned child seats.
- Monitoring the child seat share program budget and purchase replacement parts/seats as needed.
- Completing and returning quarterly reports that document how many child seats have been Shared and returned, and note if there are no seats available for loan.
- Maintaining the administrative support including an avenue for people to access the CSSC program.



The community leader, e.g. Chief or Elder

- Support the CSSC initiative by:
 - Talking to the community about the CSSC,
 - Assisting the CSSC to secure storage and administration needs,
 - Assisting the CSSC with securing funding or accessing programs to purchase and maintain equipment for the program.

- 4. **Identify staff and/or volunteers** needed to do the work required for the CSSC. If the program is going to involve short term sharing, you need to ensure there is someone available during the hours the program is planning to be available to members of the community, e.g. 9am to 9pm, 8am to 10pm, etc.

- 5. **Determine the type** of sharing program your CSSC will be:
 - Short term – child seats are used for short periods:
 - i. A few hours to go town,
 - ii. A few days to visit a friend or go on a holiday.
 - Long term – child seats are used until the child grows out of that seat:
 - i. One year: From when the child is born until they are one year old and have grown out of their infant seat.
 - ii. Three years: From when the child is one year until they are four years old and are ready for a booster seat.
 - Band vehicle – a few child seats are available for the Band vehicle driver to use when children are transported.



In addition to the above types of programs, you should consider how your program will work. Some programs provide ‘Infant-only’ seats, other programs provide all types of child seats and allow parents to ‘trade-in’ each seat for the next stage seat.

6. **Arrange the appropriate training** for the people identified to work in the program:

- **Administration support:**

- Read and understand Parts A and B of the CSSC program guide.

- **Those workers who will be choosing and demonstrating child seats:**

- Read and understand Parts A and B of the CSSC program guide
- Complete a First Nations CSSC Workshop.
- If you have a certified Child Passenger Safety educator or technician, this person has the expertise to conduct a workshop. If you don’t have a person with this expertise contact the BCAA RSF/ICBC Child Passenger Safety program for assistance at **1-877-247-5551**.

7. **Determine the number and types of child seats** you will require. This will depend on:

- The type of CSSC program you are planning, e.g. short term vs. long term,
- The number of children under nine years old in your community,
- The transportation needs of those in your community.



To start, you should have at least two of each of the following types of child seats:

- Infant only used up to 1 year old
- Infant/child used from over 1 year to 4 years old
- Booster used over 4 years to 9 years old

If you determine your community has a high number of children in any of the above age ranges, increase the number of those types of seats. For example if your community has a large number of children between 1 and 4 years old, purchase more infant/child seats. If on the other hand your community has a large number of people in the child rearing age (16 to 35) then you might want to consider buying more infant seats to be prepared for the birth of more children.

Another consideration is ‘order on demand’. This allows you to assess future parents or guardians, who approach you with a request for a child seat, to establish their needs and arrange or order a child seat for their specific circumstance.

8. **Determine where the child seats will be stored**

The storage space required for the child seats will depend on the number of seats your program has or will purchase. Ensure that the storage place is dry with no direct sunlight on the child seats themselves.

9. **Secure funding** or a program to purchase or attain the required child seats and program materials.

10. **Determine where the administration services** will be operated from. This could be an office in the Band Office, a person’s home or another office or centre in your community. This space would require:

- Phone,
- Computer, if emails will be required,
- Place to store the print material (filing container).



11. **Determine the hours of operation** for your program. If the program is operated out of the Band office or other centre, consider whether a person will be available after these offices close to assist participants of the program.
12. **Set up** the mode(s) of communication for people to access the program. This could include:
 - Securing a telephone number,
 - Creating an email account,
 - Identifying a physical location for people to go ask questions or request service.
13. **Prepare materials** required for the program:
 - i. The following materials will be supplied but samples can be found at the back of this guide:
 - a. Child seat instruction sheets – at least one copy for every child seat,
 - b. Sign out/in forms,
 - c. Waiver forms,
 - ii. Laminate the child seat instruction sheets and store one with every child seat.

Note: You will be supplied with master copies of each of these documents, be sure to make photo copies for the Sharer after they have signed so they can keep them for their records.



14. **Promote** the program

An important part of any CSSC program is letting the community know it is available. Consider:

- Posting notices on community notice boards.
- Placing a notice in a newsletter or newspaper.
- Sending notices out to other program leaders in the community so they can let their participants know about the program.
- Contacting the local hospital or a hospital that would be used by FN women can help to bring attention to the Share program.
- Finding out if there is a FN liaison person between the local band and the hospital or the health department of the Government can also be helpful.
- Making contact with medical doctors or a public health nurse in your area and explaining the CSSC to them can also be helpful if a mother is expecting.

Use your creativity and imagination to bring attention to the program. For example in some communities child seats have been used as prizes in a draw. This gets word out about the program and someone gets a new child seat. Even if they can't use it they will probably pass it on to someone who can. This is an excellent opportunity to train the parent or guardian receiving the new child seat on the proper use and installation of a child seat. Constant promotion brings its rewards knowing the children in your community are traveling safely.



15. **Consider** ways for the program to become sustainable:

- Fundraising
 - Support from the Band or other program
 - Donations to the program
 - Available grants
-
- Staff/volunteers who do not have training in child passenger safety should not provide installation education or advice.
 - Ensure the “Terms and Conditions” and “Child Seat Checklist” forms are completed and signed by both a CSSC representative and the Sharer at the time the seat is signed out and returned.



II. Procedures

The procedures involved in sharing a child seat includes:

- Signing out a child seat,
- Signing in a child seat,
- Cleaning and storing a child seat.

Signing out a child seat

This is a very important stage in your relationship with the child seat sharer because this point of contact is where you establish an open and friendly understanding of the program and that you are a CSSC expert. If you are open and friendly, informative and helpful, people remember this and will not want to disappoint you. If you are unfriendly and unhelpful you will receive the same treatment. So keep this in mind as you fill out the forms and help them decide on a child seat.

1. Choosing the child seat

When you have a request for a child seat there are a few things you need to ask the Sharer (the person who is going to sign out the seat) to ensure you are matching the child with the correct child seat:

- Is the child seat for a newborn?
- How old is the child?
- What is the weight of the child?
- If the child is over 6 years old, what is their height?



By establishing these points you can decide what kind of child seat to recommend. You can refer to the Types of Child Seats section in this manual as a guide to help you determine the appropriate seat. Another deciding factor could be the selection of child seats you have on hand. It is very important that you take into consideration the child's needs and the needs of the Sharer. This is a relationship you will possibly have for many years.

2. Signing out the child seat

There are four steps to signing out a child seat: Signing a CSSC Agreement, completing a CSSC Child Seat Checklist, providing the manufacturer's instructions and assisting the Sharer when using the child seat for the first time. Following are the instructions for these steps:

CSSC Agreement

1. Complete the 'Recipient' and 'CSSC' contact information sections.
2. Fill in the pick-up date and if you know the return date fill that in.
Note: If you do not know the return date for the seat, put N/A on the line.
3. Read the 'Waiver and Release' section to the Sharer and ensure they understand it.
4. Have the Sharer sign and date the agreement
5. Inform the Sharer that if the child seat is in a vehicle that is involved in a crash - contact the CSSC right away. In addition, inform the Sharer if ICBC is involved - the ICBC adjuster must be told a child seat was involved in the crash and needs to be replaced.



CSSC Child Seat Checklist

1. Complete the ‘Child Seat Information’ section. This information is found on a label on the child seat
2. Complete the ‘Pick Up’ column on the ‘Child Seat Condition’ section

Note: If any parts are missing or any item is unsatisfactory or unsafe, be sure the problem does not make the child seat unsafe.

3. Sign on the ‘Inspected by’ line
4. Have the Sharer sign and date the ‘Recipient’ section.

Assisting the Sharer to use the child seat

Some Sharer’s come to pick up their child seat with a vehicle; others will arrive without the vehicle:

If the Sharer has the vehicle there, go out to the vehicle and guide them as they use the child seat for the first time. Gently correct any errors, but remember to **let the Sharer install the seat** and secure the child.

If the Sharer does not have the vehicle with them, offer to be there when they first use the child seat. If that is not possible, review the laminated Quick Start instructions with the Sharer and be sure they understand the directions.



Provide the child seat manufacturer's instructions

All child seats come with manufacturer's instructions. It is recommended you copy the original instructions and file them in case they are needed when copies are misplaced. Provide the Sharer with a copy of the manufacturer's instructions and show the Sharer where the instructions can be stored on the child seat.

Signing in a child seat

When a seat is returned, locate the CSSC Child Seat Checklist and follow these instructions:

1. Check that the information in the 'Child Seat Information' section is correct for the seat being returned. If it is not, the Sharer is either returning the wrong seat or has more than one seat out:
 - a. Confirm with the Sharer whether they have more than one seat signed out.
 - b. If more than one seat is signed out for this Sharer, locate the CSSC child Seat Checklist for the seat the Sharer is returning.
 - c. If the Sharer has only used one seat, provide the Sharer with the child seat information on the form so the Sharer can locate the correct seat.
2. Complete the 'Return' column in the 'Child Seat Condition' section.
3. If the child seat is returned with parts missing or in an unsatisfactory condition, determine if the issue can be resolved, e.g. is the missing part at the Sharer's home. If the seat is unsafe, it must be destroyed so it cannot be used again, e.g. breaking it apart with an axe and cutting the harness straps.



4. Determine if the child seat was in a vehicle that was involved in a crash. If the child seat was involved in a crash:
 - a. Ask if ICBC was informed about the child seat and arrangements made to replace the seat. If yes, ask the Sharer for the ICBC adjuster's contact information.
 - b. If appropriate, contact the ICBC adjuster to enquire about replacement of the seat. In most cases ICBC will want the child seat before they will provide funds for a replacement.
 - c. If the child seat has been involved in a crash and ICBC is not involved, the child seat must be destroyed so it cannot be used again e.g. breaking it apart with an axe and cutting the harness straps.
 - d. In the 'Comment' section , write that the child seat was involved in a crash and any actions taken by you, e.g. calling ICBC, destroying the seat.
5. Once you have gone through the Child Seat Condition Checklist and determined whether the seat has been in a crash, have the Sharer sign and date the return section of the form.
6. If a deposit was required when the child seat was picked up and:
 - a. The child seat has been returned in a satisfactory condition:
 - i. Return the deposit to the Sharer
 - b. The child seat has been returned in unsatisfactory condition:
 - i. Determine if the poor condition was due to the Sharer's neglect or fault
 - ii. If the Sharer did not respect the child seat, do not return the deposit.
 - iii. If the damage or condition is not the Sharer's fault, consider returning the deposit.



Cleaning and storing the child seat

If the child seat is returned in unsatisfactory or damaged condition, there are a few things to be considered:

- a. If the child seat is not usable, the seat must be destroyed and replaced.
- b. If the harness or padding has been torn, the manufacturer can be called for replacement parts.
- c. If the padding and harnesses are dirty they will need to be removed and cleaned.

How the program covers the costs of cleaning or replacement parts will depend on how the program is run. If a deposit is required when the child seat is picked up, and the Sharer is at fault for the seat's condition, then the program would keep the deposit. If a deposit isn't collected then the program will have to attempt to get the Sharer to pay for the necessary costs to fix the seat or the program will need a budget for such things.

CSSC Liability

Everyday somewhere in Canada a child is involved in a motor vehicle crash. In most incidents children have been saved from injury because of a child seat. It is likely, one day there will be an incident involving a child in a CSSC child seat. Although the chances of a lawsuit are very low, it is important to consider the potential liability and legal risk associated with the CSSC program.

Share programs can and should take precautions to protect themselves:

1. Establish an administrative policy/rental procedures guideline for all staff/volunteers to follow. Most of this is covered in this guide.
2. Provide appropriate training for Share program coordinators and other people working in the program.



3. Have Sharers sign the Waiver and Release form.
4. Provide the Sharer with a copy of the manufacturer's instructions.
5. Examine all child seats before they are signed out and after they are signed in..
6. Retain all copies of signed forms: CSSC Agreement and "Child seat condition check list".
7. Provide current Quick Start instructions along with every seat that is shared.
8. CSSC workers should guide the new Sharer the first time they use the child seat if possible.
9. Ensure the CSSC program has adequate insurance coverage. Contact the Band's insurance company to inform them of the program and ask to check if there is enough insurance for a CSSC program. In most cases, basic insurance will provide enough protection; however, if you do not inform the insurance agency that you have this program your coverage may be affected.
10. Check with the manufacturer of the child seat for the possibility that the manufacturer will provide the CSSC with a "Certificate of Liability Insurance" covering their child seats which will provide one more layer of liability protection for a non-profit organization such as the First Nations CSSC.
11. Contact your general liability insurance provider regarding the organization's general liability insurance coverage. They will determine whether the program is covered under the existing General Liability Insurance policy or whether additional coverage would be required and the impact that might have on the insurance premium.



Securing the Child Seat





Types of Child Car Seats



Infant

Use:

- rear-facing only

Secure child with harness straps.



Infant/Child (Convertible)

Use:

- rear-facing
- forward-facing

Secure child with harness straps.

Must use a tether strap when forward-facing.



Infant/Child/Booster (Three-in-One)

Use:

- rear-facing
- forward-facing
- as a booster seat

Secure child with harness straps for rear and forward-facing.

Must use a tether strap when forward-facing.

Can be used as booster seat with a shoulder/lap seat belt.



Child/Booster (Combination)

Use:

- forward-facing
- as a booster seat

Secure child with harness straps.

Must use a tether strap when forward-facing.

Can be used as a booster seat with a shoulder/lap seat belt.



Booster (High-back and No-back)

High-back booster:

Must be used with shoulder/lap seat belt system.



No-back booster:

Must be used with Shoulder/lap seat belt system.



Harnessing Your Child



Rear-facing seat:
Harness level **below** shoulders



Forward-facing seat:
Harness level **above** shoulders



Place harness straps
over child's shoulders



Click latches into the buckle



Adjust harnesses so both
sides are the same length



Tighten harness



Test harness for tightness



Adjust chest clip
to armpit level



Child Car Seats – Stages of Use

	<p>Birth to one year Rear-facing</p>					
	<p>One to four years Rear-facing and forward-facing</p>					
	<p>Four to nine years Forward-facing Booster seat</p>					

First Nations CSSC Child Seat Checklist



Child seat information		Pick-up date:				Return date:			
Manufacturer	Padding	Satisfactory	<input type="checkbox"/>	Unsatisfactory	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Unsatisfactory	<input type="checkbox"/>
	Harness	Satisfactory	<input type="checkbox"/>	Unsatisfactory	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Unsatisfactory	<input type="checkbox"/>
Model Name	Adjuster Strap	Satisfactory	<input type="checkbox"/>	Unsatisfactory	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Unsatisfactory	<input type="checkbox"/>
	Base	Satisfactory	<input type="checkbox"/>	Unsatisfactory	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Unsatisfactory	<input type="checkbox"/>
Model Number	Seat shell	Satisfactory	<input type="checkbox"/>	Unsatisfactory	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Unsatisfactory	<input type="checkbox"/>
	Buckle	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Manufacturer's date	Tether attached	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Instructions	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Chest clip	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Child seat was in a crash	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Comments									
Inspected by					Inspected by				
Recipient out					Recipient in				

First Nations CSSC Waiver and Release



Recipient		Sharing Agency	
Name:		Name	
Address:		Address	
Phone:		Phone	

WAIVER AND RELEASE

In consideration of my receiving a child seat or booster seat (the **SEAT**), I agree to this waiver of claim and release of liability.

I waive any and all claims that I have, or may have, against the **SHARING AGENCY** and their employees, agents or representatives (the **STAFF**) who run the loaning program, arising out of or in connection with my receiving the **SEAT** and its subsequent use in a vehicle owned or operated by me or in any other vehicle operated with my knowledge or consent.

I release the **SHARING AGENCY** and the **STAFF** from any and all liability for any loss, damage, injury or expense that may be suffered by me or a child for whom I act as guardian arising out of or in connection with my receipt and use of the **SEAT**.

SIGNATURE AND AGREEMENT DATE

I have read and understand the waiver and release:

Signature: _____

Date: _____

First Nations CSSC Terms and Conditions



Use of child seat (including booster seats)

1. I will read, or will have read to me, the manufacturer's instructions, a copy of which will be supplied to me on pickup of the child seat.
2. The child seat will be fitted and used in accordance with the manufacturer's instructions.
3. I will not tamper with or deface the child seat (including labels and instructions).
4. I will take reasonable care in using the child seat and will not subject any of its parts or accessories to machine cleaning.
5. I will ensure that the child seat is fitted and used so that it does not come into contact with the rear of the front seat of the vehicle.
6. I will not give the child seat to another person.
7. I will immediately notify the SHARING AGENCY if I change my address during the lending period.

Damage or accident

8. If a child seat is damaged, or if a vehicle carrying the child seat is involved in a collision of any type, I will immediately notify the SHARING AGENCY.

Contagious diseases

9. If I become aware that a child using the child seat, or a member of the family of such a child, has come into contact with a contagious disease, I will immediately notify the SHARING AGENCY.

Return of child seat

10. I will return the child seat, in good condition, on or before the return date.

Breach of agreement

11. If I return the child seat in a damaged condition I will be liable to pay the SHARING AGENCY the cost of any necessary repairs and replacement parts except where the damage is due to a collision notified by me under Point 8 in the Terms and Conditions.
12. If I do not return the child seat, or have not notified the SHARING AGENCY, within seven days of the agreed return date, I will pay the SHARING AGENCY an amount equal to the replacement cost of the child seat.

I have read, or had read to me, and understand the terms and conditions outlined above:

Signature: _____

Date: _____



General Liability Insurance Coverage for CSSC Program

This document provides information on liability and insurance for FN communities who have or are considering starting a child seat loaner program or a Child Seat Share Cooperative (CSSC). Although the chances of a lawsuit involving the lending agency are very low, it is important to consider the potential liability and legal risk associated with offering a CSSC program.

The sponsoring or hosting agency for the CSSC program can take steps to minimize the risks associated with providing this valuable service in their community by ensuring they have adequate and appropriate liability protection.

Agencies considering operating a CSSC program should ensure that they have sufficient General Liability Insurance coverage. To determine whether or not that is the case, they must inform their general liability insurance provider (usually through their insurance broker) that they are considering operating a CSSC program.

The agency's insurance provider will likely request relevant CSSC program information including details about operating procedures, training, waivers, and other related program information. The CSSC Guide should be a helpful resource and provide much of the information required.

The insurance provider will determine whether the agency's existing general liability insurance coverage is sufficient for the new CSSC program or whether it needs to be expanded to include this program and whether there will be any impact on the agency's insurance premium. There is the possibility that coverage for the program would be denied by the insurance provider. In those circumstances, the organization would have to decide if it should seek another insurance provider or decide not to offer the program. It is strongly recommended not to operate the CSSC program without informing the insurance provider and having adequate general liability insurance coverage.

If the insurance provider is not informed about the CSSC program prior to the establishment of the program, the agency may not be covered or have adequate coverage for the CSSC program.

Therefore it is strongly recommended that the sponsor / hosting agency consult with their insurance provider to ensure that they have adequate general liability insurance coverage, prior to establishing a CSSC program in their community.



Illustrations: Connor C. Hardy