

BCAA Child Passenger Safety

Child Seat Clinic Instructions

Child Seat Clinics are conducted by CPS Educators to teach parents and caregivers how to correctly protect child passengers while traveling in a motor vehicle.

Following are the steps to prepare, set up and conduct a BCAA Child Seat Clinic:

Prepare:

1. Determine who is doing the planning: the host group or you or your organization.
2. Confirm the location.
Make sure there is enough room to:
 - a. Have vehicles move in and out safely
 - b. Accommodate the number of vehicles you will be working with at one time with space to move around the vehicle and have the doors open.
3. Advertise the clinic.
BCAA can provide posters and post the clinic on BCAA.com. If the host group is doing the planning, make sure they organize how to let the public know.
4. Book appointments (if needed).
If the clinic is not drop-in, appointments need to be booked allowing 30 minutes per child seat. If the host group is doing the booking, make sure they are provided this information.
5. Confirm numbers of appointments the day before the course
If possible, consider making confirmation calls so you know what to expect
6. You will need:
 - a. A copy of the following documents for each clinic participant (available in the CPS Session section of the Educator Resource section on the online [BCAA CPS Educator Community](#)):
 - i. Child Car Seat Clinic Check List – one for each participant in the clinic
 - ii. Choosing the Right Child Car Seat
 - b. Enough clipboards to allow at least one for each participant.

Set Up:

1. Determine the movement of the vehicles ensuring they are arriving and departing in a safe manner to protect all those involved in the clinic. Consider putting up directional signs if needed.
2. Mark off where cars will park. Ensure there is room for vehicle doors to be open. Use cones if needed
3. Have available:
 - Pool noodles and/or rolled up towels
 - Multi-bit screwdriver
 - If possible, dolls (variety of sizes) to use for demonstrating securing a child when the child is not there.

Conduct the session:

1. Have the participants enter their information on the Child Seat Clinic Checklist and have them read and sign the waiver at the bottom.
2. Remember, that you are not checking how seats have been installed, you are teaching participants to do it correctly.
3. Have the participant remove the child car seat(s) including the base of an infant seat.
4. Ensure the safety of the children. If possible, they should stay in the vehicle or if in an infant seat, the baby should remain in the seat while the base is being installed. If this is not possible, you might need to keep the child safe outside the vehicle or you might have to demonstrate installation if this is not possible.
5. Hand the participant the Choosing the Right Child Car Seat brochure (ideally on a clipboard) and instruct them to follow the instructions to install the child car seat.
6. Answer any questions but refrain from helping or touching the child car seat at this point.
7. Review the installation of the child car seat or base using the brochure. If possible, direct the participant to do the checking (i.e., mode of use, seating position, tightness of the seat belt or UAS).
8. As the participant works through checking their installation, correct any mistakes or misunderstandings.
9. Review the points on the Child Seat Clinic Checklist and ensure the participant knows the correct way to:
 - Choose a child car seat and seating position
 - Install the seat
 - Secure the child
10. Enter any comments you think will be helpful for you to remember or for someone reviewing the checklist. For example, any adaptations that were needed, e.g., removing UAS connectors or if the participant was not compliant with best practices.