

BCAA CPS Hands-On Workshop

Facilitator Notes: In-Person

Preparation	<p>Equipment needed:</p> <ul style="list-style-type: none">• Child seats:<ul style="list-style-type: none">• 1 seat between 2 participants. If possible, provide an infant/child or infant/child booster seat.• Have available for demonstration, 1 of each type of seat (infant, infant/child, child/booster, booster)• Child seat owner's manual• Vehicle owner's manual• Example after-market products – head hugger (optional)• Pool noodles• Dolls – one small for rear-facing, one larger for forward facing• Choosing the Right Child Car Seat Brochure <p>Option: Can have participants bring their own seats</p>
Introduction	<ul style="list-style-type: none">• Introduce yourself• Explain purpose of the hands-on workshop: To provide accurate information and instruction on using child car seats covering the three main steps:<ul style="list-style-type: none">• Choosing a seat• Installing a seat• Securing a child in a seat

Choosing a Child Car Seat

Things to consider	<p>Explain:</p> <ul style="list-style-type: none">• When choosing a seat, consider the child's age, weight and height• First thing to consider is age and weight• The importance of keeping a child rear-facing as long as possible when choosing a child car seat. Explain why rear-facing provides the best protection -forces are taken up by the back of the child car seat, not the front of the child.
Newborn to 6 months	<p>Show: Infant seat</p> <p>Explain:</p> <ul style="list-style-type: none">• an infant seat provides the best fit for this age• a baby outgrows the seat when the baby either:<ul style="list-style-type: none">○ reaches the weight limit for the seat – usually 15.8 kg or 35 lb○ the top of the baby's head is within 2.5 cm or 1 in from the top of the seat○ a baby usually outgrows the seat in height before weight – approximately 6 months old
Over 6 months: rear-facing	<p>Show: Infant/child and infant/child/booster seat</p> <p>Explain:</p> <ul style="list-style-type: none">• When a baby outgrows the infant seat, they need to move into a different rear-facing seat – infant/child or infant/child/booster• Infant/child and infant/child/booster go rear-facing and forward-facing• Infant/child/booster seat can also be used as a booster seat

Weight and height limits	<p>Point out: Weight/height limits on labels on an infant/child or infant/child/booster seat and in child car seat owner's manual</p> <p>Explain:</p> <ul style="list-style-type: none"> • All child car seats have weight and height limits on the labels on the seat and in the child car seat owner's manual • Weight and height limits overlap • Good to choose a seat with a high rear-facing weight limit so child can remain rear-facing as long as possible <p>If participants have their own seats: Have them find the weight and height limits on labels for their seats</p>
Forward-facing	<p>Explain:</p> <ul style="list-style-type: none"> • A child moves forward-facing when they reach the weight or height limit for rear-facing • Varies but between 18 to 22.7 kg (40 to 50 lb) • Remind them rear-facing for as long as possible • Ok if child's feet rest up against the vehicle seat – it's not an indication child has outgrown seat • Child under 1 must never go forward-facing • Read child car seat owner's manual as some will have a minimum age for forward-facing
Forward-facing seats	<p>Show: Infant/child, Infant/child/booster and child/booster</p> <p>Explain:</p> <ul style="list-style-type: none"> • All these seats can go forward-facing using the harness system • Child remains forward-facing until they reach the forward-facing weight or height limit of their seat • Keep child forward-facing with harness system as long as possible as it's safer for the child • When child too tall for forward-facing – top of ears go above the top of the back of the child car seat – point this out on a seat
Booster seat	<p>Show: child/booster, high back and no back booster</p> <p>Explain:</p> <ul style="list-style-type: none"> • When child outgrows forward-facing, they can go to a booster seat as long as they are over 18 kg or 40 lb and over 4 years old • Upper weight limit for most forward-facing seat varies – many go up to 29.5 kg or 65 lb • A booster seat positions a child to fit an adult seat belt • A booster seat positions a child to fit an adult seat belt • The harness system can be removed to make it more comfortable for the child. • Keep a child in a booster seat until they are 9 years old or have reached a height of 145cm or 4 ft 9 inches.
Special needs	<p>Explain:</p> <ul style="list-style-type: none"> • There are also seats for child with special seating needs • Contact BCAA Child Passenger Safety Program for information on these seats.
Other considerations	<p>Point out: Expiry dates and National Safety Mark on seats</p> <p>Explain:</p> <ul style="list-style-type: none"> • All seats have expiry dates found on a label or embedded into the plastic molding • All seats must be approved for use in Canada – the NSM indicates the seat is approved • It is illegal to use a seat not approved for use in Canada <p>Ask if they have any questions on choosing a seat.</p>

Using a child car seat	
Resources needed	<p>Show: Child car seat owner's manual</p> <p>Explain:</p> <ul style="list-style-type: none"> • Child car seat and vehicle owner's manual needed to use a child car seat • These can be found on manufacturer's websites • Child seat owner's manual provides instructions on how to use that specific seat and must always be followed. • Instructions are also on the labels on the seat <p>Show: Child Safety section in a vehicle owner's manual</p> <p>Explain:</p> <ul style="list-style-type: none"> • The vehicle owner's manual has information about which vehicle seat can be used and where to find tether and UAS anchors • Usually found under 'Child Safety' in a manual
Components of a Child Car Seat	<p>Explain that before taking a closer look at how to use a child car seat, you are going to look at the different parts of a seat.</p> <p>Point out the following parts on a child car seat:</p> <ul style="list-style-type: none"> • Harness straps • Harness slots • Splitter plate • Harness adjuster • Latch • Buckle • Tether strap • Belt paths
Securing a child Video	<p>If possible, watch the video: Securing a child forward-facing</p> <p>Explain:</p> <p>Video is for forward-facing, but it's the same for rear-facing except the shoulder level for the harness system.</p>
Steps to securing a child	<p>Option: Demonstrate installation of a forward-facing seat</p> <p>Discuss:</p> <p>Each step for securing a child in a child car seat:</p> <ol style="list-style-type: none"> 1. Adjust harness level <ol style="list-style-type: none"> a. Rear-facing below shoulders, forward-facing above shoulders 2. Harness over shoulders 3. Do up buckle 4. Tighten the harness <ol style="list-style-type: none"> a. No more than 1 finger between collarbone and harness at collarbone b. Too loose if able to pinch harness straps 5. Adjust and secure the chest clip level with arm pit <p>Discuss/demonstrate:</p> <p>Head support for newborn using receiving blankets</p> <ul style="list-style-type: none"> • Do not use head huggers • Usually only needed until baby can support its own head • Can add rolled receiving blanket to fill gap between buckle and crotch <p>Explain:</p> <p>The three most important steps to remember:</p> <ul style="list-style-type: none"> • Harness at the correct level • Tight harness <p>Chest clip secured level with arm pit</p>

Rear-facing Video	If available start rear-facing video Installing a rear-facing seat
Installing Rear-Facing seat	<p>Option: Demonstrate installation of a rear-facing seat</p> <p>Discuss:</p> <p>Each step for installing a rear-facing seat:</p> <ol style="list-style-type: none"> 1. Determine vehicle seating position 2. Adjust recline level if needed – Check car seat manual for how much to recline <ul style="list-style-type: none"> o Show: recline mechanisms on seats if available <p>Explain:</p> <p>The next two steps are the most important</p> <ol style="list-style-type: none"> 3. Connect seatbelt/UAS through correct belt path <ul style="list-style-type: none"> o Point out: different belt paths o Explain/demonstrate: always the belt path closest to back of the vehicle seat and on an infant seat base there is only one belt path 4. Tighten the seatbelt/UAS <ul style="list-style-type: none"> o Seat doesn't move more than 2.5 cm or 1 inch o Demonstrate: checking tightness
Installing forward-facing	<p>Demonstrate/show:</p> <p>Upright position and tether strap/anchor</p> <p>Explain:</p> <ul style="list-style-type: none"> • Two differences for forward-facing: recline and tether • Forward-facing usually upright – some child seats can be reclined forward-facing – check child car seat owner's manual
Installing a Forward-Facing Seat Video	<p>If available watch the video Installing a Forward-Facing Seat</p> <p>Remind:</p> <p>Two most important steps: correct belt path and tight seatbelt/UAS</p> <p>Option: Demonstrate installing forward-facing seat</p> <p>After the video ask if they have any questions about installing a seat.</p>

Securing a child	
Securing a child Video	<p>If possible, watch the video: Securing a child forward-facing</p> <p>Explain:</p> <p>Video is for forward-facing, but it's the same for rear-facing except the shoulder level for the harness system</p>
Steps to securing a child	<p>Option: Demonstrate installation of a forward-facing seat</p> <p>Discuss:</p> <p>Each step for securing a child in a child car seat:</p> <ol style="list-style-type: none"> 6. Adjust harness level <ol style="list-style-type: none"> a. Rear-facing below shoulders, forward-facing above shoulders 7. Harness over shoulders 8. Do up buckle 9. Tighten the harness <ol style="list-style-type: none"> a. No more than 1 finger between collarbone and harness at collarbone b. Too loose if able to pinch harness straps 10. Adjust and secure the chest clip level with arm pit <p>Discuss/demonstrate:</p> <p>Head support for newborn using receiving blankets</p> <ul style="list-style-type: none"> • Do not use head huggers • Usually only needed until baby can support its own head

	<ul style="list-style-type: none"> • Can add rolled receiving blanket to fill gap between buckle and crotch <p>Explain: The three most important steps to remember:</p> <ul style="list-style-type: none"> • Harness at the correct level • Tight harness • Chest clip secured level with arm pit
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Review	
Overview of steps to using a seat	<p>Review:</p> <ol style="list-style-type: none"> 1. Choose the right seat by looking at the age, weight, height of child 2. Install seat correctly using the correct belt path and ensuring the seat belt/UAS is tight 3. Secure child correctly using the correct harness level, ensuring the harness is snug and the chest clip is secured level with the child's arm pit

Hazards	
After-market products and objects in the vehicle	<p>Show: Samples of after-market products if available</p> <p>Explain: Dangers of</p> <ul style="list-style-type: none"> • After-market products – can affect effectiveness of child car seat. No: <ul style="list-style-type: none"> ○ mirrors ○ Padding under child ○ Head huggers ○ Harness protectors ○ Seat belt adjusters • Loose objects in the vehicle
Closing	<p>Provide participants with the BCAA brochure, Choosing the Right Car Seat.</p> <p>Let them know about the resources available on BCAA's website (BCAA.com/carseatsafety) has to help them:</p> <ul style="list-style-type: none"> • Videos, fact sheets • Brochures in multiple languages including English, Punjabi, Simplified and Traditional Chinese • A list of CPS Educators ready to help in communities across BC <p>Remind them:</p> <ul style="list-style-type: none"> • Of the 3 important take aways: <ul style="list-style-type: none"> ○ Choose the right seat for the age, weight and height of the child ○ Install the seat correctly using the right belt path and tighten the seat belt or UAS ○ Secure the child correctly with a snug harness at the right level and the chest clip secured level with the arm pit • To always follow the car seat and vehicle owner's manuals

Optional activities	
Get to know your child seat	<p>If participants have their own seat or you have enough seats – have participants complete the Get to Know Your Child Seat form for their seat.</p> <p>If time allows, you can have the participants remove the harness and buckles on their child car seat and then put it back together.</p>

Installing Child Seat	<p>If you have access to vehicles and enough time:</p> <p>Demonstrate installing a child car seat rear-facing and forward-facing. Note if participants only using rear-facing e.g. prenatal or new parents – show rear-facing only</p> <ul style="list-style-type: none"> • Locate seating positions, anchors in vehicle owner’s manual if available • locating seat belt or UAS • Check locking mechanism on vehicle seat belt • Engaging locking retractor if needed • Reclining seat to correct angle if rear-facing • Place seat into upright position if forward-facing • Testing snugness • Attach tether strap if forward-facing
Securing child	<p>If you have appropriate size doll (or child) and seat:</p> <p>Demonstrate securing a child in a child car seat. Note if participants are only using infant seats e.g. prenatal or new parents – show infant seat only</p> <ul style="list-style-type: none"> • Check/adjust harness level <ul style="list-style-type: none"> ◦ Below for rear-facing, above for forward-facing • Harness over shoulders • Do up buckle • Tighten harness <ul style="list-style-type: none"> ◦ 1 finger between harness and child at collarbone • Secure chest clip level with arm pit • If infant seat, providing head support with receiving blankets

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