



Bear Flat Pre School

Registered charity no: 1066705

Ofsted registration no: 133007

Outside Space Procedure

It is our intention that, weather permitting, the children visit the outside space every session.

Risk Assessment

Prior to each visit, a member of staff carries out a risk assessment of the play area and the route the children will take to it, to ensure it is clean and safe.

Procedure for Accessing / Leaving the Outside Space

The staff will ensure that each child is appropriately dressed to go outside. The children will then line up inside the church and a head count will be carried out. Staff will be posted at the exit door to the church, at the top of the steps onto Shakespeare Avenue, and at the top and bottom of the steps down to the play area and any where else deemed necessary by the Play Leader. Children will be supervised as they walk in a line to the play area and once outside the gate to the play area a head count will again be carried out.

When leaving the play area the reverse procedure will be carried out, with head counts being carried out before leaving the play area and when entering the church.

Security

When the children are using it, the gate to the play area is secured using a bolt that cannot be reached by the children.

Access To The Church

The door to the church will be closed securely upon exiting the building and the Play Leader will carry the keys with her at all times.

Mobile Phone.

The mobile phone will be carried by a member of staff at all times.

Supervision

Whilst in the outside space the Pre-school's normal adult to child ratios will be adhered to. Should a member of staff need to leave the play area with a child, it will be ensured that sufficient staff remain so that the correct staff to child ratios are maintained.

Hygiene

Where deemed necessary by the staff, children will wash their hands upon returning to the church. Hygienic hand cleaning gel will be taken to the play area when necessary.

Lost Children

In the event of a child going missing whilst in the play area, the Lost Child Procedure will be followed.

Policy Adopted on Behalf of the Pre-school Committee by:
(Chairperson)

Date: