



## Outdoor Play (Car Park) Policy & Procedure

*All staff should park their cars along the wall beside the container. This will make sectioning off the car park safer and easier to control.*

### Getting the area ready for play

1. Car park and main entrance will be checked by a designated outdoor member of staff each morning after all children have arrived and parents/guardians left the building. All areas will be checked for sharp objects, large stones, litter and any other dangerous substances and items removed accordingly.
2. Designated staff member will lock the 3 gates using the bicycle locks.
3. Staff/helper cars will be parked at the far end of the car park next to the fabric recycling bin. Cones will be placed by the designated member of staff in a line from the back steps to the opposite wall, sectioning off the parked cars from the rest of the car park. Another line of cones will be placed to section off the car park from the front entrance and stairs (i.e. from the hall wall to the front wall).
4. Designated staff member will unlock the shed and take a selection of toys out and set up the outdoor play area. The shed should then be locked and one set of keys hung on the hook at the top of the shed door and the other set of keys remain with the staff member.
5. Another safety walk and check will be performed by the staff member before ringing the front door buzzer and entering through the main door of the hall.

### Organisation & management of children

1. A ratio of 1:6 staff to children will be used. If there are larger numbers of children who wish to go outside, it will be decided by the Senior Practitioner/Manager, if 2 members of staff will go outside, or if a waiting system will be used. In this case, a maximum of 20 minutes outdoor play will be applied and all six children will return to the hall and another six will go out.
2. Children will be supported by a member of staff inside to put on warm outdoor clothes / sun hats, as appropriate, and a high visibility vest, and sit on a seat by the back door.
3. Once all children are ready to go outside, a head count will be carried out by the designated member of staff and they will be escorted by the designated member of staff through the back door, using the handrail on the steps.

4. The designated staff member will always take the '*outdoors box*' (mobile phone, bell/whistle, tissues, door stop, keys) with them.
5. The fire door will be closed but the external door will be wedged open with the door stop.

### **During outdoor play**

1. If a child needs to use the toilet or have their nappy changed the designated member of staff will use the mobile phone and an indoor member of staff will come to the fire door to accompany the child to the toilet. They will then return the child outside afterwards and inform the designated member of staff they have done so.
2. If a child/adult sustains an injury whilst outside, the mobile will be used to seek assistance from a member of staff inside. Please refer to the accidents and emergency policy and procedure for further details.
3. Before play ends, children will be given a 4 minute warning to signal play will be ending soon. The staff member will use the mobile phone to inform the member of staff inside of this intention.
5. When play has ended, the mobile phone will be called again for the supporting adult and the bell will be rung outside for the children to line up at the steps. Another head count will be completed.

### **Getting back indoors safely**

1. Children will be supported to line up and a head count completed by the designated member of staff.
2. Once **all children** are accounted for, the indoor member of staff will lead the children inside the hall. The designated outdoor member of staff will observe at the bottom of the steps to ensure that no children leave the line whilst entering into the hall. The 2 doors will be closed once the children are inside. The indoor member of staff will carry out a head count to ensure all children are within the hall. If there are any children unaccounted for the missing child policy and procedure will be immediately implemented.
3. The outdoor staff member will tidy up the play area, place all toys in the shed and gather the cones. The car park and surrounding areas will all be double checked and walked around. Finally, the gates to the car park can be unlocked and opened.
4. The outdoors box and whiteboard will be picked up and the member of staff who will go to the front door, and press the buzzer, ready to be let inside the hall.