



Going outside into the playground procedure

The safety of the children is paramount at all times, so the following procedure will be adhered to:

- One practitioner will complete the risk assessment on the playground area.
- The children will be assisted in putting the appropriate outside clothing on e.g. sun hats, coats, wellies etc.
- Children are to line up at the exit doors from the main hall leading down to the playground. The children are counted.
- Another practitioner (appointed by the Manager) will check the hall and toilets are clear.
- A practitioner will open the doors and hold them open whilst the children go down the steps.
- Another practitioner will stand at the bottom of the steps helping and watching the children come down the steps, but holding onto the rail. All children to be assisted to hold onto the rail and if need be to hold the hand of a practitioner. Children to walk down in single file slowly.
- Practitioners will position themselves at points where the whole playground can be monitored maintaining the children's safety.
- On returning to the Pre-School all the children are asked to come and line up at the bottom of the steps. All children are accounted for and a practitioner will go and check **all** areas of the playground, whilst the remaining staff will stay with the children who are lining up.
- A practitioner stands at the top of the steps holding doors open, while another practitioner is stood at the bottom ensuring children hold onto the hand rail as they walk up the steps slowly in single file.
- One practitioner will call the register **before** returning to the Pre- School.

This procedure has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School:

Date

This procedure will be reviewed: Autumn 2020

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: