



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. When using the public playground side this staff member will secure the bottom gate (closest to the car park) with a bungy cord.
- 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 to ensure we have the correct number. When going out to the public playground side, children are counted, walk down the steps with practitioners placed at the top, the middle of the path to the gate and at the gate. Children line up against the fence inside the public playground where they are counted again to ensure the correct number. The member of staff at the main door remains until the other practitioners outside confirm the correct number are outside.
- Another practitioner (appointed by the Manager) will check the hall and toilets are clear.
- A practitioner will open the doors and hold them open or secure them open whilst the children go down the steps, holding on to the handrail.
- 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.
- When using the public playground, one staff member will be positioned at the top of the steps holding the door open, another staff member will stand in the middle of the path between the bottom of the steps and the playground gate and a third member of staff will stand by the gate leading out of the playground.
- One practitioner count the children **before** returning to the Pre- School, the register will be called if the incorrect number of children is counted and also in the event of Fire drills/evacuations (see separate policy).



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 2025

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

Staff Signatures:

Date: