

Accessing Outdoors Policy

Accessing outdoors is an important daily activity at Bright Beginnings. Staff are responsible for implementing this procedure to enable children to access outdoors.

Ensure all children including those that have English as an additional language (EAL) or those that require additional support or directions understand your instructions and expectations.

When children are ready to go outside please follow the procedure as detailed:

- All children are to be recorded on the checklist register.
- Carry out a headcount before exiting play area and record the number.
- Repeat the headcount when entering the garden space to confirm number.
- Recheck children on checklist register.
- Staff who are already in the garden **must** ensure children who leave or enter the gardens are accounted for on registers and check lists.
- Caterpillars, Butterflies, Ladybirds & Bumblebees will access the garden spaces directly from their areas, onto balconies and into the gardens.
- Dragonflies, Grasshoppers, Millipedes & Playscheme will access the rear garden space via the main stairwell and out of the rear door.

Returning to Play Areas

- Inform children that they need to finish their play activity and congregate by the gate. Younger children will be supported in an age and stage appropriate way.
- Children are to line up in area groups.
- One member of staff must thoroughly check the outdoor space to ensure all children are inside. Closely inspect shaded hidden areas, nooks and crannies where children may be hiding.
- Carry out a headcount when leaving the garden to confirm correct number
- On arriving back to the play area complete checklist register to confirm all children are present.

Leaving the Centre for Ad Hoc/Other Outing

- All children to leave the Centre must be recorded on the checklist register (if

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crossing the road to play on close by grassed areas) or on an outings form if going further afield.

- Carry out head count prior to leaving the play area and record the number.
- Children will exit the centre via the main reception doors, head count to be completed again as children wait at the main reception red wall, head count again as children exit the main doors.
- Children are to walk in pairs, being led and followed by staff team members. Constant reminders of road safety should be made to the group. Walk up the path at the side of the building, crossing the road opposite the bike sheds.
- Carry out head count on entry to small field.
- Repeat in reverse action this process for returning to the centre.

Forest Frogs

- Complete checklist register and or outings form and record head count number.
- A member of staff must lead the group whilst a staff member must always remain at the rear to enable all spaces to be checked and doors closed.
- These children will exit via the Centre main reception doors.
- Head counts carried out a children exiting the building.
- Walking in pairs led and followed by a staff member.
- Head counts to be carried out on entering designated outdoor space.
- When re-entering the setting, head count for register and complete outings form.

This policy was adopted on	10 th July 2017
Signed on behalf of the Centre	Fiona Hakin
Date for review	10 th July 2018