

# Outside Play and Outings Policies and Procedures

## Policy Statement

Outside play and outings are a crucial aspect of the positive developmental environment of the nursery. The nursery has a dedicated outdoor play area and we operate a policy of providing an enabling environment – where children learn to use outside areas in a variety of weather. Children will be appropriately dressed for each type of weather and the time and longevity of use varied accordingly (a separate sun protection policy is included in this policy).

## Definitions

Outside Play covers children's use of the garden play area and the climbing frame area

Outings cover use of the college grounds and trips outside of the college environment

## Procedures for Outside Play

- 1) Before using the garden, to do a health and safety check i.e. check the area for faeces and any other undesirable items and to check that the fences are in good repair and that all boundary gates are fastened shut.
- 2) When there is summer sun all children should be sun creamed and wear a hat. In Winter they should wear clothing appropriate to the weather.
- 3) Staff should look after themselves too. In the Summer use sun cream and wear a hat and in Winter always have warm clothing to wear.
- 4) Ensure that staff take turns to be inside and out
- 5) Ensure good supervision of the L shaped area by one member of staff being on the grass and one being on the patio. If there is only one member of staff outside use the gate to shut off one area and use patio or grass only
- 6) Ensure that the patio doors are only open if there is a member of staff in the Carpet Room
- 7) Ensure that structured play is in the shade on hot sunny days
- 8) Ensure that any new activity for the outside classroom is introduced into group time first
- 9) Ensure that children learn how to tidy away after each session

## Outdoor Classroom Timetable

**8.30 – 9.30.** Physical play and limited choice in the Carpet Room

**10. 30. – 3.00.** Planned structured play  
i.e. 1 physical 1 role play 1 table activity

**4.00.** Physical play and limited choice in the Carpet Room

## Procedures for Outings

Parents give permission on the nursery registration form for children to be taken for walks within the college grounds; any other outings need written permission for each outing. We use public transport where transport is needed.

### **STAFF RATIO TO CHILDREN** *should always be at least:*

Ladybirds (under 2's) 1 staff : 2 children  
Busybees (over 2's) 1 staff : 3 children

There should always be at least 2 members of staff on duty both indoors or on an outing. If the outing is away from the college grounds a senior member of staff should always be present i.e. the manager, the deputy manager or the senior nursery nurse. If children are to be left in the nursery, again there should always be 2 members of staff including a senior member of staff.

Within the college grounds workers should take with them any equipment needed for the planned activities at the beginning of the outing. Basic equipment such as tissues, a mobile phone and the outdoor first aid kit should be carried in the college grounds. First aid is accessible at the nursery and in the college main building.

### **For Outings away from the college the following should be taken:**

\*Children's details as on register particularly emergency phone numbers. The most convenient method is to take the register of children with you.

*Camera	*Tissues
*Wet wipes	*1 <sup>st</sup> aid
*Nappies	*Mobile phone
*Medication where necessary	*Plastic carrier bag
*Library books	*Library ticket
*Drinks/food (don't forget allergies)	*Staff contact details
*Nursery keys and phone number	*Sun cream & hat

See risk assessment for outings.

**Leave behind** a list of children & staff who are on the outing, in the event of the whole nursery being out of the building leave a list in the nursery and with reception in college.

**In the event of an emergency** the immediate safety of the children must always come first. Call any emergency services needed then contact the nursery. The senior person left in the nursery will take the responsibility of contacting parents or staff relatives. If no one has been left in the nursery then staff on the outing will need to make the necessary contacts.

## **Sun smart policy**

### **Policy statement**

We want children and staff to enjoy the sun safely. We will work with staff and parents to achieve this. We will engage the children in activities ---- stories, pictures, role-play, songs etc. in order to help them in their understanding of the need for sun protection. We will inform/remind parents/carers of our policy and what they can do to help.

### **Protection outdoor play in the sun**

With parents/carers permission, sun cream with a minimum factor 15 will be used on all children before going outside. This year we will use Boots sun cream factor 25.

All children to wear a suitable hat, legionnaire style or wide brimmed. All children to have their shoulders covered with no strappy tops. We will make use of natural shade and use our large sun umbrella, tents and beach shelters. We will consider planning outdoor play before 11.00 and after 3.00.pm.

The information slip in appendix A will be given to parents at a time in the year where sun protection becomes necessary.

## Appendix A Let's Be Sun Safe

Dear Parents,

Since the weather is getting warmer we need to be aware of the need for sun protection as we continue to use outside areas as part of our nursery routine. During hot weather we will make use of natural shade and use our large sun umbrella, tents and beach shelters and we will consider planning outdoor play before 11.00 and after 3.00pm.

We do though need to apply sun cream and ensure that children are dressed appropriately. Please could you ensure that your child comes to nursery (or has these clothes available in their box) - a suitable hat, legionnaire style or wide brimmed, tops that cover shoulders and shoes that cover feet with no strappy.

We also need you permission to apply sun cream. This year nursery will use Boots sun cream factor 25. Please sign the slip below to indicate that you are happy for us to apply this cream as required, or provide a suitable alternative sun lotion (minimum of factor 15 and preferably higher). If you wish to provide an alternative sun cream, please be sure that it is clearly named and has clear instructions for use.

We will keep Wasp-eze in the 1<sup>st</sup> Aid box ready for use in the case of insect stings.

Please complete the tear off slip below and return to us. Thank you

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DATE:

CHILD'S/CHILDREN'S  
NAME.....

- 1) I give permission for sun cream to be applied to my child/children, as deemed appropriate by the nursery staff or
- 2) I will provide alternative sun skin protection.

Name.....Signed.....Date.....

- 3) I give /do not give permission for Wasp-eze to be used on my child as may be appropriate.

Name.....Signed.....Date.....