

TIGERZ CLUB

Outside Play and Outings Policy & Procedure



Policy Statement

The Tigerz 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 should come appropriately dressed for each type of weather

Definitions

Outside Play covers children's use of the garden play area which extends to fence along the public walkway near footbridge.

Outings cover the local walks to public swing park and walks down the river.

Planned trips using transport – letters to parents will be given well in advance.

Procedures for Outside Play

- 1) Before using the garden, to do a health & safety check i.e. (check the area for faeces and any other undesirable items and to check boundary fence & gate)
- 2) When there is hot weather all children should be sun creamed or cover up (hat etc) in winter they should wear clothing appropriate to the weather.
- 3) Ensure staff take turns to be inside and out
- 4) Ensure good supervision by one member of staff being on the grass and one on the deck, if only one staff member outside stand where you can view all the children playing.
- 5) Ensure structured play is in the shade on hot sunny days and that all the children learn to tidy away after each session.

Procedures for Outings

Parents give permission on the Tigerz registration forms for children to be taken on local walks, any other outings need written permission for each trip going by transport.

Staff Ratio to Children

There are always at least 3 staff on duty indoors and the minimum of 2 staff for local walks which is usually during full day care. If the outing is away from the centre and we are travelling by transport we will staff accordingly to the amount of children attending the trip.

Local walks the staff should take with them basic equipment such as tissues, a mobile phone and the outdoor first aid kit.

For outings away from the centre the following should be taken:

Children's details as on register particularly emergency phone numbers.

Camera, Tissues, Wet wipes, 1st Aid kit, Mobile phone, Medication (where necessary), Plastic carrier bag, Sun cream, Staff contact details.

Leave behind a list of children & staff who are on the outing, in the event of the whole Tigerz club being out of the building leave a list at the main reception in the centre.

In the event of an emergency the immediate safety of the children must always come first. Call any emergency services needed then contact the centre. The person at the centre will take the responsibility of contacting parents or staff relatives.