

Little Rainbow Nursery

Procedure for the use of Discover Garden

In order to ensure the safety of all the children, whilst in the Discover Garden, the following procedures must be followed at all time:

- Check completed risk assessment
- One member of staff should go outside and complete a safety check. Once this is complete, sign the garden safety check form. Make sure the gate is locked.
- Ensure that there are always minimal 2 members of staff in the discover garden. (The same ratio as in the nursery).
- Identify alongside children's names in signing in/ out folder which children are going out of the garden. Record time and list accompanying staff.
- Take list of children's names – if all children are outside, take signing in/ out folder.
- In winter make sure that children are warmly dressed and in summer make sure they wear sun hats and apply sun cream as provided by parents. Encourage children's independence when getting ready to go outside (e.g. find own coats, do up zips and buttons, rub in sun cream etc).
- Make sure that staffing ratios are adhered to and all staff are aware which children they are responsible for;
- All areas of the garden must be supervised
- A member of staff must be alongside each piece of equipment that the children are using.
- Reinforce awareness of safety (e.g. taking turns carefully on slide)
- Encourage children to explore and have fun!
- Tidy up garden at end of session. Make sure any nursery equipment is brought back inside.
- When children go inside, record this in the signing in/ out folder.

This policy was adopted on:

April 2021

Date for review:

April 2022