

Little Rainbow Nursery

Procedure for the use of public playgrounds

- Check completed risk assessment (if visiting a new playground, or if facilities change, complete a new risk assessment).
- Ensure parental consent for off site visits is given on registration forms of participating children.
- Identify alongside children's names in signing in/out folder which children are leaving the premises. Record time of departure and list accompanying staff.
- Take a list of children's names who are going on the outing.
- Make sure children have appropriate clothing, equipment and medication with them (in Winter make ensure that children are warmly dressed and in Summer take sun hats and apply sun cream as provided by parents).
- Take first aid equipment and a mobile phone.
- Make sure staffing ratios are adhered to and that all staff are aware which children they are responsible for.
- Reinforce awareness of safety throughout the visit (e.g. road safety routines, care on playground equipment).
- Leave plenty of time to get back to the nursery.
- Contact the nursery if your return time will be later than expected or if there is any other problem.
- On return to the nursery, record the time of arrival in the signing in/out folder and check children's names.

This policy was adopted on:

April 2022

Date for review:

April 2023