

Cold Ash Pre-school: Garden Safety Policy

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

Policy Statement:

As a village hall setting, we are unable to offer free flow access to our outside area. We therefore use the following procedure to ensure the safety of children moving between the hall and garden.

- A safety check of the garden is conducted before the children are allowed out.
- The 'garden storage box', contains a whistle, keys, a tablet, tissues, a first aid kit and wipes. The storage box is accessible whenever there are children playing in the garden.
- Children going outside collect their name card and wait at the door, which leads to the corridor to the garden.
- We check that all children going outside have their name card, then a member of staff leads the children out to the garden. As the children enter the garden we ensure they stick their name card on the garden board before going to play.
- If a child wishes to return to the hall for any reason during the garden session, they are asked to collect their name card from the garden board before being escorted back inside by a member of staff. Once inside the children must replace their name card on the welcome board and collect it again before returning to the garden.
- When it is time for all children to go inside a member of staff asks the children to collect their name cards from the board and wait at the gate. The children are counted, all name cards are checked and the children are escorted back to the hall.
- When they get back to the hall, children replace their name cards on the welcome board or hand them to a member of staff.
- The last member of staff to leave the garden does a final thorough check to ensure that all children have left the garden.