



OUTDOORS and OUTINGS POLICY

Outside play

We understand that being outside is a very important learning opportunity for the children and we aim for them to experience outside play as much as possible, ensuring each child is able to spend time outside a minimum of once a day, unless exceptional circumstances. We make sure the environment is safe for the children to go outside, making sure that the children can also take challenges and risks under safe supervision of staff. All areas of the EYFS curriculum can be accessed in the outside area.

We have different areas for the children to learn and develop within our outside area.

- A large decking area which can be accessed in all weathers to continue the learning provision
- A large astro area where the children are able to move freely using different climbing equipment e.g. slides and bridges and climbing apparatus.
- A large tarmac area for the children to use ride-alongs as well as being able to access other areas of the curriculum.
- Use of the large Lower Prep garden (for PrepSchool)
- Adventurers have their own garden, with astro and paved areas for riding and different focused areas of learning.

Procedure for transferring the children upstairs to downstairs

When taking children on an outing or into the garden, staff may request support from another staff member to aid the transfer of the children to the next area. This is to ensure the supervision of children is maximised at all times when going up and down the stairs. During this process the staff will:

- Assist in bringing the children down the stairs safely and into the designated area
- Staff will stay with the children at all times to ensure no child is left unsupervised at any time

Off site outings

As part of their learning and development the children at the Nursery undertake a range of local outings including walks and visits off the premises. Outings and visits are planned to complement and enhance learning and extend play opportunities and first hand experiences for the children. These will be carefully planned and the following guidelines will be followed on all outings from the Nursery, however frequently they may occur.

- All outings from The Lodge Day Nursery are arranged and confirmed in advance or on the day with parents' permission, sometimes spontaneous but only with children who have permission to leave the premises.
- All parents are given the opportunity to give permission through their registration form as to whether they would like their child to participate in outings.
- Each staff member is responsible for a small number of children and extra parental help may be required for a trip to take place to ensure our staff/child ratio is appropriate. All adults supervising children have received a DBS disclosure through Ipswich School.
- A full risk assessment is completed.
- A headcount is carried out regularly throughout the trip to ensure children are accounted for at all times.

- Essential equipment and records are taken on outings for example: First aid kits, The Lodge mobile phone, medication etc. ('grab and go' bag)
- One staff member will take The Lodge mobile phone with them to contact the Nursery when necessary. The Lodge mobile number is recorded on the risk assessment form. On occasions a staff member may need to take their personal phone due to 2 separate trips taken place and the number will be added to the risk assessment.
- During the term time period, before leaving the Nursery a staff member will radio for a patrolled crossing each time they cross Ivry Street.
- On our risk assessments, an agreed outing route is adhered to at all times. If there is a need to adapt the route for unforeseen circumstances this is then recorded on the risk assessment on return.
- In the event of an accident, staff will assess the situation. If required, the group will return to Nursery immediately and parents/carers will be contacted to collect their child. In the event of a serious accident an ambulance will be called to the scene, as well as the child's parents/carers being contacted. The Lodge Day Nursery's 'accident procedure' will then be followed.
- Should a child go missing, all staff will be informed and we will begin our 'Missing Child Policy and Procedure'. The police will be informed should this become necessary – the child's parents/carers will be contacted at this point.
- All staff will submit a written report of the incident and the procedure reviewed.

Procedure for re-entering The Lodge and transferring the children downstairs to upstairs

When returning from an outing or outdoor play, staff may request support from another staff member to support the transition of the children upstairs. This is to ensure the supervision of children is maximised at all times when going up the stairs. Staff will also ring the doorbell on return if necessary. During this process the staff will:

- Assist in supporting the children out of the buggies and into the reception area.
- Ensure the supervision of children at all times are maximised up and down the stairs.
- Staff will stay with the children at all times to ensure no child is left unsupervised at any time
- If a child is asleep in a buggy, the child will never be left unsupervised. A nominated staff member will supervise the sleeping child.

Onsite outings

- Trips may be arranged to Ipswich School for the children to use these facilities. For example; the Westwood, gym hall, field or Prep halls.
- Policies for The Lodge Day Nursery and Ipswich School are in place to cover the whole of the site.
- A full count of the children is undertaken before, during and at the end of the trip.
- Staff will ensure that management is informed where they are going and what route they will be taking.
- Should a child go missing, all staff will be informed and we will begin our 'Missing Child Policy and Procedure'. The police will be informed should this become necessary – the child's parents/carers will be contacted at this point.
- All staff will submit a written report of the incident and the procedure reviewed.

SUN PROTECTION

Sun protection cream is provided by The Lodge Day Nursery (Boots Soltan kids protect and Moisturise) for whilst the children are with us, in order to help protect them from the sun's harmful rays. We aim to keep the children out of the sun between the hottest periods of the day and they will be in the shade as much as possible, always making sure they have their sun hats on if these have been provided by parents or carers. If a child does not have a sunhat, staff will use their discretion as to whether it is safe for a child to be out in the sun.

The staff members will use the Met Office site to look at the UV ratings each morning and will relay this back to the staff as to whether they need to put sunscreen on the children throughout the day.

A UV Index reading 0 to 2 means low danger from the sun's UV rays, meaning sun cream will not be applied.

A UV Index reading of 3 to 5 means moderate risk of harm and sun cream will be applied to each child every two hours.

A UV Index reading of 6 to 7 means high risk of harm and sun cream will be applied to each child every 2 hours. On top of this children will have limited access to the garden, keeping children in the shade as much as possible. Children will be kept out of the sun between 11.00am and 3.00pm which are the hottest periods of the day.

We ask parents to provide their child with a sun hat.

If parents would like their child to have a different sun cream to the sun cream we provide, they are able to provide this in the original container with a clear label showing their child's name and when the bottle was opened.

Amended - July 23