

01 Health and safety procedures

01.06 Outdoors

- The outside play area is maintained by Little Doves CP, however any problems concerning the outside play area and its surrounds should be reported to Navestock Village Hall caretaking team.
- All gates and fences are childproof, safe and secure.
- Areas are checked daily to make sure animal droppings, litter, glass etc. is removed. Staff wear rubber gloves to do this. Staff also check for fungi which may have appeared overnight.
- Bushes/overhanging trees are checked to ensure they do not bear poisonous berries, do not have potential branches that may not withstand high winds and that they are not blocking paths.
- Stinging nettles and brambles are removed.
- Safety mats are provided under climbing equipment when highlighted to do so from the risk assessment.
- Wooden equipment is maintained safely (sanded and varnished if required), put away daily and not used if broken.
- Broken climbing equipment or outdoor toys are removed and reported to the pre-school manager.
- Children are always supervised within ratios outside. There is always a minimum of two members of staff in the outside play area at any one time. No children are left outside unsupervised and no staff member is outside on their own.
- Children are suitably attired for the weather conditions and type of outdoor activities. Parents/carers are asked to supply plimsolls or trainers for safe play and wellies and coats for wet days.
- Sun cream (if parents/carers have given permission) is applied and hats are worn during the summer months. Permission is obtained from parents/carers in the 09.01b Registration, Sessions Requested and Permission Form to apply sun cream to their child. Also see Little Doves 09.19 Sun Protection Policy.
- Outdoor play is avoided in extreme heat between noon and 3pm. In really hot weather, the gazebo is erected to provide some shade in the play area.
- In hot weather, the drinks trolley is taken outside for children to help themselves any time to a drink.
- Children who have no adequate means of sun protection, such as hat, long sleeves and trousers or sun cream, will not be able to play outdoors in un-shaded areas.
- Children are supervised on climbing equipment, especially younger children.
- Water play is not left out but is cleared, cleaned and stored after each use.
- The outdoor sand pit is covered when not in use and is cleaned regularly.

- Receptacles are upturned to prevent collection of rainwater. Any equipment with a 'pool' of water is emptied before children start playing outside.
- Climbing frames and playing equipment are dried before the children are allowed to play on them.
- Risk assessments are carried out daily for any children with specific needs e.g. Cystic Fibrosis.
- Parking cones and chains provide a designated walk way, sectioned off from the car park, between the gate of the garden and the entrance to the main hall.
- Little Doves children are not permitted during session times on the public swings and climbing frames at the end of the car park.
- If children are being taken out for a short walk on the adjacent field, suitable outdoor staff to child ratios are maintained and the children go in small groups.
- Sightings of vermin are reported to the manager who reports to Navestock Village Hall caretaking team who organise pest control.
- Bird feeders are used to reduce the risk of spillage encouraging vermin and are cleaned regularly.
- Outdoor areas that have flooded are not used until cleaned down and restored. Any toys that have come into contact with flood water are cleaned or destroyed if necessary. Grassed areas are not played on for at least one week after the floodwater has gone.
- Pathways are checked to be clear and safe to use. Grit/salt is used in snow and icy to create a clear pathway for access. Fallen leaves and moss are removed as can become slippery when wet.
- As part of the daily risk assessment any weather damage to any of the equipment is checked.
- If paddling pools are used, a risk assessment is conducted, and consideration given to the needs of disabled children or those less ambulant.
- Parents/carers are reminded to take care in the car park with their own children existing their vehicle and with the other families going to and from their vehicles.

Drones

If there are concerns about a 'drone' being flown over the outdoor area, that may compromise children's safety or privacy, the pre-school manager will contact the police on 101.

- Children will be brought inside immediately.
- Parents/carers will be informed that a Drone has been spotted flying over the outdoor area and will be advised fully of the actions taken by the pre-school.
- The police will have their own procedures to follow and will act accordingly.
- If at any point following the incident, photographs taken by a drone emerge on social media that could identify the pre-school or individual children, these are reported to the police.
- A record is completed in the Notifiable Incident Record unless there is reason to believe that the incident might have safeguarding implications, for example:

- the drone has hovered specifically over the outdoor area for any length of time
- there is a likelihood that images of the children have been recorded
- is spotted on more than one occasion
- if the Police believe there is cause for concern

Where this is the case, 06 Safeguarding children, young people and vulnerable adults procedures are followed.

Further guidance

Reportable Incident Record (Pre-school Learning Alliance 2015)

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