

WRENTHORPE PRE-SCHOOL, EARLY BIRDS AND NIGHT OWLS

Locking Up and Outdoor Procedure for Early Birds, Night Owls and Holiday Club

The following is the Procedure for using ensuring the safety and security of the children especially when using the Pre-school outdoor area and other play areas on the Wrenthorpe Primary School premises.

General Principles

1. Outdoor play is beneficial to all children and young people and should be encouraged at as many sessions as possible.
2. When children and young people are in session, the main door between the cloakroom and classroom will be locked using the security system. As far as possible the school Foundation gate will be padlocked and the outer security gate will also be locked. There are times when these outdoor gates may have to be open to allow parents through. Usually the outer door of the cloakroom will be closed but not locked.
3. Because of local arrangements the usual outdoor play space for Early Birds, Night Owls and Holiday Club is the school playground or the school playing field. Children and young people are taken to these areas in groups. Staff must be vigilant at all times to ensure the safety of the children and young people.
4. If using the school field staff must be aware of the way out by the large green gates.
5. If using the school playground, on arrival there, staff must check that the small and large gates at the far side are closed before children and young people are allowed to play.
6. If going to the school playground all must walk round the path in front of the school door and use the steps. The same applies when returning.
7. Children must not be allowed to run out of sight into the playground steps area to collect balls, etc.

Supervision

1. Staff outdoors must work together to ensure effective supervision of the children. Which area is to be used will be the decision of the Manager on duty, in consultation with young people and staff.
2. Staff taking children and young people outdoors must take a mobile phone and a list with the names of children on. A head count must be done as the children go outdoors to tally with the number on the list.
3. An unlimited number of children can be outside at one time as long as there is adequate supervision (ratio of 1 adult:8 children for 3 year olds and over, or 1 adult to 4 children for 2 year olds). Generally there should be at least two members of staff outside.

4. When a group of children and young people are walking through school grounds to and from the outdoor areas there must be a member of staff at the front of the group and one at the back.
5. Members of staff outside should be alert to children using different areas and should spread out as appropriate to enable effective supervision of different spaces
6. Adults must ensure that children take care and act safely when outside. They should monitor any conversations children have with adults or children not part of Night Owls or Holiday Club
7. If a child needs to be taken inside eg for toilet, first aid etc. then one member of staff will accompany them and another will stay outside with the list and the mobile phone, returning as soon as possible.

Warm weather

1. In strong sunshine, sunhats will be available and must be worn at all times when outside.
2. On sunny days suntan lotion must be applied by parents/carers whose children come to holiday club. Children that attend all day or that have no sun cream on, may have suntan lotion applied by a member of staff during the day.
3. In hot weather, children will only be allowed outside for a certain length of time and will be encouraged to drink extra water.

Early Birds

1. As children and young people arrive at different times the outer security gate will be open to allow parents to bring their children into the cloakroom. They will be immediately marked into register. Running total?
2. The outer cloakroom door will be locked using the security switch, before the children for the walking bus are allowed into the cloakroom. The inner door can then be left open. Once the walking bus has departed the outer door can be unlocked and the inner one locked. The outer cloakroom door is again locked when the children going to Wrenthorpe Primary school collect their things from the cloakroom and the inner door is left open.
3. Children are marked out of the register as they leave or are transferred to Pre-school.
4. When the walking bus sets off the outdoor gates are left open for children arriving at school and Pre-school.

Night Owls

1. The School's Foundation gate will be unlocked at the end of the afternoon Pre-school session to allow school parents through.
2. At 3.15pm the cloakroom outer door will be locked ready for the children coming through from school to Night Owls. Pre-school children going to Night Owls must be marked into the Night Owls register and any others must be left in the care of Pre-school staff.

3. Children coming through from school will be marked into the register at the inner school door. Those from Foundation and infants will be collected by a staff member using a list and also marked in as they arrive at the inner door.
4. The manager or deputy must be informed promptly of any child who is expected but has not arrived with the others. The manager or deputy will then check with school and/or phone parents about the whereabouts of the child.
5. Once most children and young people have finished in the cloakroom, the cloakroom inner door is then locked and the cloakroom outer door unlocked.
6. Once most school parents have left, the two outdoor gates will be locked and parents need to buzz to be let through towards the cloakroom.
7. The person on the door will open the door for parents and mark the child/children out as they leave. Any unfamiliar parent or carer must be asked for a password.
8. Children arriving on the walking bus will be let in by a staff member and marked into the register as soon as they arrive.
9. If a group of children is taken to the school playing field, the outer security gate will remain locked but the school's Foundation gate will be closed but not padlocked so that parents can collect their children.
10. Parents collecting their children from the outdoor areas must call in at the classroom for their child to be marked out of the register. As a parent takes the child from the outdoor area, the child must be marked off the outdoor list.
11. If any unknown parent comes to the outdoor area to collect a child then the play room must be phoned to check that the correct identification has been made.
12. Before a group returns from outdoors, a head count must be done to ensure all children are present.
13. A further headcount is done once all children are back in the playroom.

Holiday Club

When Holiday Club is in session all the above procedures apply apart from those referring to going in and out of school, walking bus etc.