

# SAFETY IN THE GARDEN

1. Make sure all gates are closed before the children go out to play.
2. Make sure only toys suitable for the age group you are working with are put out.
3. Check equipment over for damage before use and report any to the Manager.
4. If using the Climbing frame, swing or playhouse, put out mats to cushion any falls.
5. See-saws and climbing frames are not to be put on the hard paved area, they are only for the grassed section.
6. Ensure staff:child ratios are maintained. If you need to leave the garden for any reason ask another member of staff to cover you. **Children must never** be left unsupervised.
7. If the grassed area is very muddy, please remove the children's shoes before entering the nursery and put their slippers on.
8. When your group, have finished their playtime please put your toys and equipment away and leave the play area clean and tidy as you would wish to find it.
9. At 5:00pm please ask the children to collect up the remaining toys and take them onto the hard paved area in front of the nursery. This is because it is easier to supervise the children playing at collection time, when they are in a more concentrated area.
10. At 5:30pm please ask the children to tidy away all toys and equipment safely and securely in the storage shed. For the last half-hour of the day children should wind down with some stories or play some games.
11. If a suspicious person is seen around the outside play area staff must call all the children inside and the Manager should investigate.
12. If a child sustains an injury whilst playing outside, Accident and First Aid procedures should be put into action and the Manager summoned (or designated First Aider if different). All accidents must be logged and countersigned by the parents (see supplements No. 5 and No. 8).
13. Any area that is hazardous or requires maintenance must be reported to the Manager immediately.
14. Be aware of areas where water can collect. **DO NOT leave water trays unattended, empty them promptly after use.**
15. When filling up paddling pools and water trays, check the water temperature is not too cold and not too warm, before the children play in them.
16. Be aware of any hazardous plants in the garden such as Nettles and report them to the Manager straight away.

Sunnybank Nursery (Reviewed Nov 2015)