

No. 7 Arrival and departure procedure (Woodland adventure)

This procedure should be read in conjunction with our Arrival and departure procedure (Forest school and Pavilion).

For Forest school/woodland adventure sessions access to the pavilion is via the veranda door. Forest school children are directed onto the playing field where they join in with a staff and volunteer led activity. Woodland adventure children and parents will go to the pavilion.

On arrival, all children will be welcomed by a member of staff. That member of staff will stay by the door to safeguard against children leaving the setting whilst parents are entering and leaving the Pavilion.

Lunch boxes should be placed in the crate, all other belongings should be hung on the cloakroom.

The staff member will note child's time of arrival on the Woodland adventure register. These times are transferred to the daily register by a staff member upon returning to the pavilion.

Parents should be aware that staff will NOT be responsible for supervising or ensuring the safety of children in the vicinity of the setting (including the car park) prior to arriving or after departing the pavilion. Children remain the responsibility of their parent (if present) until the group sets off for the Forest School site.

The member of staff taking the register will make all staff aware of the number of children at the session and who is absent from the session.

When all of children have arrived, the group prepare to set off. An adult:child ratio of 1:2 has been assessed as appropriate for this session.

Each child will be supervised by an adult, hands are held while the children cross the car park, the main road and when walking along the pavement.

Upon returning to the pavilion staff will assist children with outdoor clothing and footwear. Staff will be in the pavilion to supervise children as they enter, children are directed to the cloakroom area to wash hands and put on indoor footwear. One or two staff member will remain outside to sort out outdoor gear, check departing children have all of their belongings and to supervise the collection of children.

As children leave the Pavilion the time is noted on the daily register.

This policy was adopted at a meeting of Grindleford and Eyam Playgroup:

Held on:

Grindleford and Eyam Playgroup - Procedure

Date to be reviewed:

Signed on behalf of the committee:

Name of signatory:

Role of signatory:

I agree that I have read, understand and agree with the above policy

Sign and dated by staff members

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