

### **Indoor/outdoor procedure**

**Step 1:** Ensure all children taking part in outdoor play are lined up ready with one member of the staff at the front of the children and one member of staff at the back of the children, count the children.

**Step 2:** Take the children into the corridor ensuring all doors are closed and count the children again.

**Step 3:** Open the door to the outdoor area, one member of staff stand at the bottom of the stairs and one member of staff at the top of stairs, count the children as they walk down the stairs.

**Step 4:** Line the children up along the stairs/wall and count them again before allowing them to go off to explore.

**Step 5:** Continually count the children whilst they are exploring in the outdoor area and one member of staff **MUST** always be at the bottom of the stairs if the door is open.

### **Entering the nursery after outdoor play:**

**Step 1:** Line all children up checking the area for any missing children, line the children up and count them.

**Step 2:** Help the children up the stairs with one member of staff at the top of the stairs and one member of staff at the bottom of the stairs, count the children as they are going up the stairs.

**Step 3:** Once inside close the outdoor play door and ensure the children are lined up in the corridor, Count them again.

**Step 4:** Walk the children inside in the line and line them back up to take their coats of, count them again.

**Step 5:** One member of staff then goes back outside to re-check the area.

**Step 6:** A full room count must then be done by a senior member of staff.

Children **must** only be swapped in groups or, If a child is upset or distressed about being outdoors. Children who require a nappy change or the toilet must be escorted to the toilet area and escorted back outside by the same member of staff.

Please remember communication with staff is key to delivering quality and effective childcare, you must communicate any changes whilst playing indoors/outdoors with each member of staff in the room.

This procedure **MUST** be followed each and every time the children go outside to explore. Failure to follow this procedure will result in disciplinary action being taken.