

Woolpit ARC

Policy for using additional outside area.

The school have sectioned off a small area of the playground to provide us with a separate entrance to the ARC. This is where parents with children at the ARC wait to collect their children at 12.00 and 15.00pm. We may occasionally use this additional space at pre-school to provide a quieter space for children that do not always enjoy the hustle and bustle of outside play. In-order to do this safely the following procedures will apply.

Procedure for setting up the area.

- We will only use this space if adult:child ratios allow.
- We will ensure that adult: child ratios are maintained at all times.
- The person setting up will ensure the car park and playground gates are locked.
- The wooden gate can then be opened so children can use the area.
- A member of staff must remain in the area whilst being used at all times.

Procedure for packing away the area

- Once the children have gone inside, the member of staff packs away the resources used in the area.
- The member of staff must open the carpark gate for when parents/carers arrive to collect their children.
- The wooden gate is locked.

This policy was adopted on: July 2018

This policy will be reviewed on: - July 2019

Signed on behalf of Woolpit ARC -----

Name of person signing: Jackie Grant

Position: Manager