

Meadow Policy and Procedures

When using the Meadow area, staff must always ensure that the following procedures are adhered to in order to safeguard both the children and other adults within the setting.

A member of Management or Room Leader/Deputy must always be present during visits and at least 2 members of staff must be present at all times when the children are in the Meadow. These staff have been trained in the procedure of being in charge of the meadow and have signed to confirm their understanding.

Before going outside

Management must:

- Walk through the Meadow before all sessions to carry out a Meadow risk assessment and to complete safety checks prior to the visit (see Meadow Safety Checks sheet).
- Ensure there are no dogs in the adjacent field. The nursery has priority over the use of the meadow when dogs are in the adjoining field using the agility course. Management will approach any person using the adjoining field during the Meadow checks, before the children arrive in the Meadow. The Meadow will not be used if there are dogs in the next field unless they leave when requested by management as agreed.
- Decide if the Meadow is safe for the children to use that day. If it is not, the visit will be cancelled.
- Ensure each area of the nursery has a dedicated 'Meadow register' each week.
- Check that the nursery mobile is working by calling the nursery landline whilst in the office. Ensure the mobile is put in the meadow bag with the Emergency Procedure which has the necessary contact numbers on it if needed.
- Test walkie talkies in the office (turn on then call each other) leave one with a member of staff in the nursery. Take the other to the meadow.

Staff must:

- Refer to the checklist on wall by the back door (attached).
- Ensure all children are wearing suitable clothing (including a long sleeve top and wellington boots as appropriate) and are wearing a high visibility jacket.
- Ensure the meadow bag is taken on all trips to the meadow. There is one for the Honey Bees and Busy Bees and one for the Worker Bees. It contains; A first aid kit, emergency medication, a box of clean tissues, a vessel for dirty tissues and a box containing; anti-bac gel for adults hands, spare carrier bags, nappy sacks, wet wipes, spare gloves. It will be hung on a high hook in meadow on the side of the garden cage (out of reach of children).
- Ensure the resources bag is also taken to the meadow. There is one for the Honey Bees and Busy Bees and one for the Worker Bees. It contains; paper, mark making equipment, identity charts and books and magnifying glasses. Other resources should be added as needed. It will be hung on a high hook in the meadow on the side of the garden cage (out of reach of children).
- Put any emergency medication e.g. epipens/inhalers into their meadow bag. It is the responsibility of the room leaders to ensure medication is either put into the meadow bag, or taken separately as appropriate.
- Ensure ratios are adhered to at all times: 0-2years crawling 1:2, 0-2years walking 1:3; 2-3years 1:4, 3-4years 1:8. Ratios will be 1:4 for all Forest School activities. **Provide lower ratios (i.e. less children per member of staff) as deemed necessary by management.**
- A member of staff must tick clearly the children who are going to the Meadow on the meadow register, add up the total number of children and mark this clearly at the bottom of the session column then take it with them to the Meadow.
- A member of staff must double check the total number of children by doing a headcount then comparing it to the register total. Each area is responsible for writing their numbers by their outside

door on the designated laminated sheet. Also the total number of staff must be counted and written on the designated laminated sheet.

Exiting The Outdoor Play Areas

- Gather children beside the wicket gate (HB and BB) for head counts then proceed to exit gate or beside the exit gate (WB) for head count.
- Ensure Busy Bees children are using the ring-link to walk across the car park.
- Worker Bees hold hands with a friend (walk in pairs).
- Honey Bees to hold an adult's hand, be carried or travel in the pushchair.
- **Staff must count the children and check the number is correct against the register.**
- Ensure that the nursery gate is relocked on the inside.
- Adults to encourage and support the children to check for traffic before allowing the children to approach the zebra crossing. Ensure children always stop to check for traffic every time they cross the road.
- Carefully walk children into the Meadow area and ensure the meadow gate is closed and bolted at all times.
- Count children as they walk into the meadow and confirm against register.

Whilst Using The Meadow Area

- **All staff are to remain vigilant at all times monitoring and interacting with the children. This is essential to allow children to assess their own risks under the careful guidance of staff. Head count children regularly.**
- Staff must remain near to children at all times and the children must be within the two staff who are at the furthest/closest points in the field. This includes a member of staff in the den area if children are playing in this area and a member of staff in the quiet area in the far corner, if it is open.
- Ensure bolt is slid across on the top of the wooden gate once all children are inside the meadow.
- Educate children about the risks of cars in the car park, always discussing the zebra crossing and its use when going to and from the meadow. Staff must regularly explain boundaries and rules e.g. no one is to leave the Meadow or open the gate without an adult.
- Remind children regularly about staying within the boundaries of the fence and not climbing on it.
- Warn children about the risks of animal holes, barbed wire, sticks, branches, monkey bars and balance beams.
- Remove animal excrement immediately, if found.
- Discourage children from putting their hands or anything else in their mouths.
- Should a problem occur the nursery should be contacted by mobile phone, using the walkie talkie or sending a spare member of staff to the nursery.

Leaving the Meadow

- If a child needs to use the nursery toilet (rather than the portable meadow toilet) the lead person for that area must be advised and the register marked with a T against the child's name when they are taken to the toilet in the nursery. On return the T must be ticked to confirm the child's return to the meadow.
- When returning to the nursery Honey Bees and Busy Bees gather at the gate for registration. Worker Bees sit at the tables for registration then gather at the gate in turn.

- **At this time the walkie talkie should be used to alert the office to do a sweep of the meadow. Management will arrive in the meadow to double check for any children or left items **before** the children have started to return to the nursery. All areas of the meadow will be walked including under the trees in the 'den' area.**
- **Register all children again before exiting the Meadow by putting a line through the tick making a cross.**
ALL STAFF MUST COUNT THE NUMBER OF CHILDREN LEAVING THE MEADOW FROM THEIR AREA AND ENSURE IT MATCHES THE REGISTER TOTAL.

On Returning To The Nursery

- To re-enter the gate attract the attention of kitchen staff or ring the back doorbell to attract someone who will unlock the gate, if there are no staff in view, either phone the nursery, or send one member of staff to enter through the front door to go through the nursery to unlock the gate..
- Count the children as they re-enter the nursery play area and look for each child before highlighting the register crosses once the children are safely back in the nursery.
- Lock gate once all children are safely in the play area.
- Ensure all children wash their hands thoroughly before meals after returning to nursery.
- Remove any medication from the Meadow bag.
- Return walkie talkie and mobile phone to the office to be recharged.

Portable Toilet for use in the Meadow

The toilet will be stored in the unit positioned at the edge of the meadow. When completing meadow checks a member of management will place the toilet in the screened area with the 'toilet box' before the children arrive in the meadow.

Staff will constantly monitor the area ensuring that no child can go behind the screen without an adult seeing them.

If a child asks to use the toilet it will be on a 1:1 basis with a familiar adult. The adult will be ready to support the child as needed to sit on the toilet and will then stand with/beside the child. All other children will be asked to wait at a discreet distance from the toilet area. Once the child has finished any tissue used will be placed in a blue bag that is suspended inside the toilet area. Wet wipes will be used to wipe the child's hands once finished, they will also be put in the rubbish bag. Anti-bac gel is in the box for adults to use on their hands as necessary.

Where a child has an individual toilet chart in the nursery, the meadow toilet chart will be used to record the time the child used the toilet, this will then be brought inside at the end of the session and transferred to the indoor chart by the Key Person. It then be filed with the weekly charts in the usual way.

A senior member of staff will empty the toilet by carrying the internal bucket with its lid on into the nursery bathroom where it will be emptied in the same way as a potty. The seat of the toilet will be cleaned with anti-bac spray and wiped with tissue. The rubbish bag will be disposed of in the rubbish wheelie bins.

The toilet will then be returned to the unit for storage until the next meadow visit.

The Beehive Day Nursery Ltd

Updated: March 2018

Review date: March 2019

Contents of 'toilet box'

- | | |
|-------------------------|-----------|
| Toilet Roll | Wet wipes |
| Blue Bags | Gloves |
| Anti-bac gel for adults | Aprons |
| Anti-bac spray | |

Forest School Sessions in the Meadow

All procedures will be as above including recording which children are in the meadow using their meadow register.

- The names of children going to the meadow for a Forest School session will be written on the Forest School Register sheet, one copy of which is held by the Forest School Leader and the other copy is pinned to the register on the wall in Worker Bees. The session leader must tick clearly the children who are going to the Meadow on the Forest School register, add up the total number of children and mark this clearly at the bottom of the column then take it with them to the Meadow. This will ensure that staff and the Forest School Leader are aware of how many children are in the meadow.
- The Meadow Register will also be completed by the Worker Bees staff member in the usual way.
- Regular head counts will be made whilst in the meadow.
- All children must be within sight of the adults at all times if it is not possible to keep the children between the two adults present.
- **Register all children again before exiting the Meadow by putting a line through the tick making a cross on the Meadow register in the usual way.**
- **Count the children as they re-enter the nursery play area and look for each child before highlighting the Meadow register crosses once the children are safely back in the nursery.**

Intruder Procedure

Should an unknown person enter the meadow they will be asked to leave by the senior person. The nursery will be contacted immediately by walkie talkie or mobile and the necessary steps taken to ensure the safety of all present. The children will be brought straight back to the nursery building should there be any concerns.

Fire Procedure

In the event of the fire alarm sounding in the nursery a member of management or staff (whoever is closest) will bring the **emergency whistle** from on the notice board in the office and will blow the whistle in the meadow to attract the attention of children and staff. They will then all gather at the assembly point whilst registers are taken.

The Beehive Day Nursery Ltd

Signed Nursery Director

Signed Nursery Manager

Meadow checklist

Remember:

- A walk of the area including safety checks and risk assessments must be carried out by Management prior to the visit.
- A member of Senior staff ie; Management, Room Leaders or Deputies must always be present during visits.
- At least 2 members of staff must be present at all times in the Meadow.
- Ensure ratios are adhered to at all times. 0-2years crawling 1:2, 0-2years walking 1:3; 2-3years 1:4, 3-4years 1:8. (Lower ratios where necessary).

Please check:

- Have you got your meadow register, with ticks beside the names of the children who are going to the Meadow? How many children in total?
- Are **all** children wearing high-vis jackets and suitable clothing?
- Does the meadow bag contain a First Aid kit and any emergency medication (hang on hook in Meadow). Is there any other emergency equipment that needs to be taken to the meadow?
- Does the meadow bag contain the nursery mobile and emergency policy?
- Has the lead person got the walkie talkie (turned on and on the same band!)
- Have you displayed accurate numbers of children and staff from your area on the sheet located on the wall by the outside door?
- Do you have your additional resources bag?
- Have you double checked the number of children from your area?