

## **OUTSIDE PLAY**

### **Minimum of 2 members of staff at all times**

**Staff to child ratio:** Children aged 4 years and over but under 8 years – 1:10  
Children aged 8 years and over – 1:15 (The member of staff on observation duty is responsible for the upkeep of the ratios and must inform the Manager at all times if extra staff is required)

If you need to bring a child in or leave the playground for any reason, then you must first alert the other member of staff outside and then ask another member of staff to go out on your behalf.

Children must be observed at all times. This means that staff will be able to account for any child at any given time. They should know where each child is and whom they are with.

One member of staff will have sole responsibility for observing all the children; they must position themselves so they have full view of the entire playground. They **MUST NOT** sit on benches or the grass as this would restrict their vision. Staff must not use the time to socialise with other members of the team.

Staff should actively encourage the children and join in play when required and it is the staff's responsibility that all children follow and understand the club rules to include play within the agreed area and always in full view of Staff. Staff should not shout, but explain to the children that this is to ensure their safety.

Due to insurance restrictions children under the supervision of Roundabout staff, are not permitted to play with children that are not attending Roundabout that evening, even if they are members of the club. As the children's parents/ carers are not present to give their permission for contact with other individuals, it should be assumed that their permission has not been given.

Contact with others should therefore be discouraged at all times. This includes other children still in the playground. However, should a member of staff consider

a child's request to speak to someone, then that member of staff must monitor such contact and try to restrict it.

If staff members are concerned about the behaviour of other individuals or groups in or near the playground, the staff on duty **MUST** bring all children back into the safety of the building, and notify the Manager/Deputy immediately.

In the event of any intimidation or harassment of staff or children, or any threatening behaviour, then the police must be informed on 101 Ext 318 9987 (Beeston Police Station) or on the emergency **999** number.