

# Cosh

## Playground Park

### Procedure

Consent forms for the trips to park are filled in by parent/carer when child joins Cosh. The consent forms are filed in the child's individual folders in the locked cabinet. A summary checklist of who can and cannot go are in the staff daily folder in the locked cabinet. Staff going to the park enter their own names at top of park checklist and date the list. A second reference list must be completed and kept within the COSH room. Staff ask children who wants to go to park and add their names to the park form list. The form must remain with one of the staff members going to park at all times. Staff ask children to go to the toilet first, put on hi viz vests and wait at the COSH door. Hi viz vests must be worn by all children going to the park, until they return to COSH. Staff member collects first aid box and mobile phone for emergencies and ticks form to show that the first aid box and mobile phone are being taken to the park. At the COSH park gate, staff to check all children present, do a head count and tick off each child on the form, in the "Count COSH park gate out" column. On the walk to and from the park playground, staff must ensure that all children remain in front of them, at a close, visible distance, where both staff and children can hear each other, at all times. On entry to park playground, staff again do a head count, check all children are present and fill in the "Count Park Gate In" column. Children must remain within the park playground and staff members must ensure they remain within sight of a staff member at all times. When it is time to leave the park playground, all children must be brought together at the exit gate. A check and head count must be taken and children ticked off on the park checklist in the "Count COSH Park gate in" column on the park checklist. The checklist must then be signed by one of the named members of staff and returned to the playleader, to be filed in the COSH cabinet. Staff will report to playleader any issues arisen.

This policy was adopted by: COSH	Date:
To be reviewed:	Signed: