



Safeguarding children

1.8.2 Procedure for visiting Baxter's Field

Before you leave the building

1. Explain the rules to the children, including how to hold the rope at all times, staying on the path and the Green Cross Code.
2. **ALL CHILDREN TO USE THE TOILET BEFORE LEAVING THE BUILDING.**
3. If it's a hot day please ensure the children have had sun cream applied and they're wearing a sun hat.
4. Make sure the ratio is correct – for 2 year olds, it's one adult to three children; for 3s and over, it's one adult to five children.

Equipment required for each visit

- School mobile phone.
- First Aid box.
- Tissues.
- Drinks (if hot weather).
- List of children.
- The photo cards of the children which hold information of medical conditions/allergies and parental consent.

Forest school and walks – getting to the field

1. The children line up in the main corridor, ready to leave.
2. **A TEACHER OPENS THE FRONT DOOR AND LEAVES THE BUILDING FIRST, BEFORE THE CHILDREN, TO CHECK THAT THE FRONT GATE IS CLOSED.**
3. The children hold the rope before the gate is opened.
4. The gate is opened. The children walk through and line up on the path.
5. When all the children are lined up on the path, one staff member goes to the junction at De Montfort Road and Bradford Road and another to the junction of Paddock Lane and Ireland's Lane to look out for and stop traffic.
6. The children walk along the path. **NO CHILD MUST BE ALLOWED TO STEP OFF THE PATH – THEY MUST BE KEPT WELL BACK FROM TRAFFIC AND STAFF MUST WALK BETWEEN THE ROAD AND THE CHILDREN.**

Additional equipment for sports day

- Register and pen
- Equipment for races
- Drinks and snacks
- Rugs



7. When given the 'all clear' by both members of staff watching the roads, the children can cross at the shortest point and WALK over to the pavement on the opposite side. Children should continue to hold the rope.
8. The children can then be taken into the entrance to Baxter's Field. Children walk down the path – **NO RUNNING** – and assemble at the end of the path.
9. When all are assembled, the children can let go of the rope and run down the hill with the staff.
10. On the way back, this process is reversed.

Sports day – getting to the field

- 1 The rope is laid down in playground prior to children going outside.
- 2 Children line up by the wall, staff then ask children individually to stand by the rope, ensuring an even mix of age and ability.
- 3 When all the children are standing in line a member of staff asks the children to pick up and hold the rope.
- 4 When all the children are holding the rope, the staff encourage the children to look ahead and listen to instructions.
- 5 The gate to the car park is then opened, children are safely led onto the path. One staff member is at the head of the group, another is at the rear, while the remaining staff spread out on the line.
- 6 When all the children are lined up on the path, one staff member goes to the junction at De Montfort Road and Bradford Road and another to the junction of Paddock Lane and Ireland's Lane to look out for and stop traffic.
- 7 The children walk along the path. **NO CHILD MUST BE ALLOWED TO STEP OFF THE PATH – THEY MUST BE KEPT WELL BACK FROM TRAFFIC AND STAFF MUST WALK BETWEEN THE ROAD AND THE CHILDREN.**
- 8 When given the 'all clear' by both members of staff watching the roads, the children can cross at the shortest point and WALK over to the pavement on the opposite side. Children should continue to hold the rope.
- 9 The children can then be taken into the entrance to Baxter's Field. Children walk down the path – **NO RUNNING**.
- 10 Children are asked to continue holding the rope once in Baxter's Field and are escorted to rugs on the field. It is at this point that they will be able to let go of the rope.
- 11 This policy was updated and reviewed in:**
- 12

Reviewed date	Name	Signature
September 2015	Stuart Watt	
May 2016	Stuart Watt	
August 2016	Stuart Watt	
September 2016	Stuart Watt	
April 2017	Stuart Watt	
April 2018	Lindy Baldwin	
August 2018	Lindy Baldwin	
April 2019	Lindy Baldwin	
May 2019	Stuart Watt	
January 2020	Stuart Watt	
January 2021	Stuart Watt	
January 2022	Stuart Watt	
March 2023	Stuart Watt	