

# Session Head Count Policy and Procedure



To ensure the safety of the children during their time at Burton Pre-School Playgroup there will be regular head counts to ensure all the children are present.

## **Procedure For Regular Morning Head Count**

1. When register is taken at 9.30am approx
2. Before story time 11.30 am approx
3. When going outside for any activity, head count as children go out and again when the children come back in to the building.

## **Procedure For Regular Afternoon Head Count**

1. When register is taken at 12.15 pm approx
2. Lunch time 12.30 pm approx
3. Before story time 2.30 pm approx
4. When going outside for any activity, head count as children go out and again when the children come back in to the building.