

INDIVIDUAL EDUCATOR AUDIT, ACTION PLAN AND TIMELINE ©

How to use the audit, action plan and time line

These three documents are to help you systematically plan and carry out improvements to your outdoor provision. The first task, using the individual educator audit is to identify what the class/school does well and then what needs improving. This has been deliberately kept short so that you can focus on the main issues. This is then followed by completing the action plan –that is exactly what you want to do, why and how? This needs to be discussed with the whole staff/class group. Finally, you can then put together a realistic time line so you can plan when you will carry out the various tasks. These materials proved to be very useful when settings carried out improvements in the Brent Outdoor Project.

These support materials are published in *Learning Outdoors, Improving the quality of young children's play outdoors* (Bilton, H. (Ed), James, K., Marsh, J., Wilson, A. & Woonton, M. (2005). London: David Fulton Publishers).

DOCUMENTS BELOW

Individual Educator Audit

List 3 positive areas/ aspects/activities of outdoor play in your setting:

1.

2.

3.

List 3 areas for improvement in outdoor play in your setting:

1.

2.

3.

Action Plan

What do you want to develop?	Why?	How?	Resources and cost	Who does what?	How long?	Evaluation and evidence

Timeline for developing priorities from action plan

Month	Priority actions for each month

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