

Hillside Pre-School and Early Learning Group Policies and Procedures

Procedure for Outings and Events

Policy

The childcare provision aims to provide outings and events in a safe, well-planned and organised manner, which provides opportunities for children to learn through play.

Procedure

- ⌚ The provision will consult with children, parents/carers and staff before planning an event or outing.
- ⌚ The children's age, ability and stage of development will be considered when organising an event.
- ⌚ Health and Safety, including staff ratios will be maintained during the event.
- ⌚ Where appropriate, for organised outing the ratio will be one adult to every two children (adults will include parent volunteers who will work under supervision from the staff).
- ⌚ The provision will endeavour to carry out a risk assessment identifying potential hazards on the journey and at the location.
- ⌚ Detailed information about the event will be distributed to all parents/carers and help with the outing event requested.
- ⌚ The organisation will ensure that all necessary consent forms and relevant documentation are completed and return to the group.
- ⌚ If appropriate the staff will do a pre-visit of the location.