

# *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.