



Procedure for Outings and Events

Policy

The Little Pennies Pre-School 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 Little Pennies Pre-School will consult with staff, parents/carers and children 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

The Little Pennies Pre-School will endeavour to carry out a risk assessment identifying potential hazards on the journey and at the location

Detailed information will be distributed to all parents/carers

The Little Pennies Pre-School will ensure that all necessary consent forms and relevant documentation are completed and returned to the group

If appropriate the organisers may do a pre-visit to the location

The Little Pennies Pre-School will ensure that the staff involved have the appropriate experience to organise an event

Parents/carers need to accompany their children on any outings which are not in the vicinity of the village (Sixpenny Handley).

During any outings the children are the sole responsibility of their parents/carers

This policy was adopted at a meeting of Trustees held on

and was checked and re-affirmed on

Signed on behalf of The Little Pennies Pre-School

..... (Chairperson)