



## Milborne Ladybirds Playgroup

### OUTINGS AND EVENTS POLICY

- Milborne Ladybirds Playgroup aims to provide outings and events in a safe well planned and organised manner, which will provide opportunities for the children to learn through play.
- To ensure that outings are conducted in the manner described the following procedures will be implemented.
  1. The Preschool will consult with children, parents/carers and Staff before planning an outing or event.
  2. The children's age, ability and stage of development will be considered when organising an event or outing.
  3. The Preschool will carry out a risk assessment identifying potential hazards on the journey and at the location. The risk assessment will include assessment of required adult: child ratio – which will be reviewed before embarking on each specific outing.
  4. Detailed information about the event will be distributed to the parents/carers.
  5. The Preschool will ensure that all necessary consent forms and relevant documentation are completed and returned to the group prior to departure.
  6. If appropriate the organisers may do a visit to the location before the outing.
  7. The Preschool will ensure that all the Staff involved have the appropriate experience to supervise an event or outing.
  8. If additional adults helping on the outing are not CRB checked they will be supervised by a member of staff
  9. Staff will carry appropriate information during any visit away from the setting, this may include the following:
    - a. In date medical records and any necessary medication
    - b. Emergency contact numbers
    - c. Permission slips
    - d. Mobile phone
    - e. An appropriate first aid kit
    - f. Age appropriate equipment. eg change of clothing.
- If transport is supplied in private cars the driver will be asked to confirm they hold suitable insurance and that child seats and booster seats comply with current legislation. A record will be kept about all vehicles in which children are transported including insurance details and a list of named drivers.

### Reviewing the Policy

The Outings and Events Policy will be kept under review and will be reviewed annually  
This policy was reviewed and agreed at a meeting of the Management Committee held on 15<sup>th</sup>  
March 2011

Policy No. 20 – Version 1.2  
Reviewed 15 March 2011