

Harrold Pre-School Policies



Outings Policy

During the course of the year we organise a number of outings, which both support the learning plans and provide children with fun educational experiences of the environment around them.

Authorisation for children to be taken on Pre-School outings is requested from parents on the Pre-School application form.

All outings are planned with the ratio of adults to children requirement being decided upon as follows:

1. The age of the children
2. Any hazards (such as road crossing, being near to water, length of walk etc.)

Information is placed on the whiteboard and via newsletters with details of the outing, requesting parent involvement if necessary.

The correct adult child ratios must be met before any outing will be undertaken.

Parents are informed of clothing required for the outing such as long trousers, sensible shoes, coats, sun hats etc.

Prior to the commencement of the outing a registration of the children will take place.

On the morning of the outing Pre-School staff will discuss with the children where they are going and the rules they must adhere to such as keeping hold of the rope and holding each other's hands. The Pre-School leader will wear a whistle and the children are instructed that as soon as the whistle is heard they must stop immediately.

Prior to leaving, children will be taken to the toilet and adults will be allocated the children to be under their supervision.

The Pre-School staff will ensure that all necessary equipment is taken on the outing:

- Mobile phone
- First aid
- Children's medication (such as inhalers)
- Registration folders with emergency contact numbers for each child
- Equipment and clothing
- Refreshments for snack time

All staff are made aware of the lost child policy. The Pre-School Leader takes full responsibility for the decisions relating to the actions taken regarding a lost child.