

Policy and Procedure for Outings And Events



Burton Pre-School Playgroup aims to provide outings and events in a safe well planned and organised manner, which gives opportunities for children to learn through play.

Procedure

- Playgroup 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.
- Playgroup will endeavour to carry out a risk assessment/potential hazards on the journey and at the location.
- Detailed information will be distributed to all parents/carers.
- Playgroup will ensure the necessary consent forms and relevant documentation are completed and returned.
- If appropriate the organisers may do a pre-visit to the location.
- Playgroup will ensure that the staff involved have the appropriate experience to organise an event.