

The Ark

Procedure for Outings and Events

Policy

The childcare setting 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 organisation 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.
- The organisation will 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.
- The organisation 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 organisation will ensure that the staff involved have the appropriate experience to organise an event.