



Worstead Pre-school

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Charity Number: 1041749

OUTINGS/TRANSPORTATION POLICY

Throughout the year our preschool arranges visits/excursions away from the premises, if we can, we ensure this is inclusive for every child and family. Preschool covers the children's costs on these outings if your child attends the session on that day, and notice will be given if there is any charge for parents/carers e.g. admission fees. As staff at our preschool are not covered by insurance to transport children, parents/carers will need to make their own travel arrangements and cover this cost.

Parents/carers are asked to accompany their own child/children to ensure a ratio of 1 adult: 1 Preschool child is maintained on outings. Parents/carers are fully responsible for their child's behaviour and safety on outings, unless previously arranged with the Supervisor. Each staff member, parent/carer and child must sign in with the Supervisor at the agreed meeting point and sign out at the end of the outing. Each child will be offered a 3-hour outing slot, he/she is not obliged to take the full 3 hours if he/she does not wish to.

During our Forest School sessions, staff are responsible for all children. These sessions are held at Worstead CofE Primary School in their designated Forest School area. Children who attend breakfast and early club will go to the preschool as normal and will then be walked up to the primary school by staff. We have a walking rope that all children are attached to and high visibility vest for children and adults to wear. We ensure we have a high ratio of adults to help children understand road safety and to keep them safe at all times during the walk. When the session has finished the children being collected at 12noon will be collected from the primary school, other children who attend a full day will walk back to the preschool with staff, again all children will be attached to the walking rope and wear a high visibility vest. If for some reason a child refuses to use the rope an adult will hold the child's hand. The walking rope is used to help keep everyone together as well as helping to keep the children safe from the road.

If a child should become lost on an outing the child's parents/carers and the supervisor will ensure the safety of the other children. The supervisor will organise a quick search of the area (no more than 15 minutes) and then telephone the police.

In the event of an accident, the supervisor or other trained first aider will adopt First Aid Priorities – D.R.A.B.C.

Any events organised by the committee to raise funds for Preschool e.g., Halloween Walk, are not subject to 'Preschool rules. Parents/carers are fully responsible for their child/children/friends' behaviour and safety. All events are run independently and not covered by preschool staff and there is absolutely no liability to Worstead Preschool in the event of parents/carers having a complaint, or any accident or incident occurring.