

## **Hind Leys Pre-School & Natural Play Centre**

### **Outings and Visits Policy**

It is the responsibility of Hind Leys Pre-School to provide and maintain adequate procedures that ensure the safety of the children when going on an outing from the Pre-School and when making visits to other locations.

- 1) Written permission is gained from Parents during the induction process. During a meeting with Parents outdoor visits and outings are discussed and procedures are explained. Parents are informed of the Forest School offsite guidelines and experiences.
- 2) The Health and Safety policy covers the supervision of children at all times however for each specific outing we will carry out a full risk assessment, which will include an assessment of required adult: child ratios.
- 3) Toilet care is considered when taking children into the woodland.
- 4) We will also consider the nature of the outing and make appropriate arrangements to exceed the normal ratio of adults to child in accordance with procedures for supervision on outings.
- 5) When embarking on an outing or visit we will take essential records and equipment. This will be the register, contact book, first aid kit and a mobile phone.
- 6) Whilst out on a visit or outing staff will adhere to other policies such as Health and Safety policy and Losing a child policy found in the Pre-School prospectus.