



OUTINGS/TRANSPORTATION POLICY

Worstead preschool is an all-inclusive preschool which means we no longer have trips and outings away from the preschool apart from the forest school sessions, this is because not all children can attend for different reasons and we like to ensure all children get the same learning and development opportunities while they are in our care.

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 during a forest school session 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.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Name:	Clare Gwilliam
Position:	Pre-school Manager
Signed	
Name:	Alicia Grix
Position	Committee Chair
Signed	
Date:	1 st September 2025
Date for Review:	31 st August 2026

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