



# Worstead Pre-school

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Website: [www.worsteadpreschool.co.uk](http://www.worsteadpreschool.co.uk)

Charity Number: 1041749

## OUTINGS/TRANSPORTATION POLICY

Throughout the year, Preschool arranges visits/excursions away from the premises if we can ensure this is inclusive for every child and family, e.g., zoo, woods. 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 and carers e.g. admission fees. As staff at Preschool are not covered by insurance to transport children, parents and carers will need to make their own travel arrangements and cover this cost.

Parents and carers are asked to accompany their own child/children to ensure a ratio of 1 adult: 1 Preschool child is maintained on outings. Parents and carers are fully responsible for their child's behaviour and safety on outings, unless previously arranged with the Supervisor. Each staff member, parent and 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.

If a child should become lost on an outing the child's parents and carers and the Supervisor will ensure the safety of the other parents, carers and children, 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.S.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 or 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 and carers having a complaint, or any accident or incident occurring.

Name:	Clare Gwilliam
Position:	Pre-school Manager
Name:	Hayley Pilkington
Position:	Committee Chair
Date:	1 <sup>st</sup> September 2022
Date for Review:	31 <sup>st</sup> August 2023