



## Happy Hands Pre-School Playgroup

making learning fun for over 30 years!

### Operational procedures for outings

October 2009

Parental permission for all short walks in the local area will be requested on the child's registration form.

A specific permission form will be required for a longer trip.

A risk assessment will be carried out before the trip is undertaken. The adult: child ratio will be agreed.

Essential records and equipment to be taken will include contact details for children and staff, mobile phone, first aid kit, authorised medication, tissues, spare clothes, anti-bacterial hand gel and plastic bags.

Children will be allocated to a specific adult and will remain with that adult during the trip. A group of adults and children will stay together for mutual support and protection during the trip. No adult will be expected to look after children unsupported.

Regular assembly times should be agreed.

Everyone must have fun!!!