

OUTSIDE VISITS/ROAD CROSSING PROCEDURE

The following procedure must be used for all visits/road crossing outside the pre-school

- * Ensure parents have agreed to outings on registration form
- * There should always be at least two adults on any outing
- * Check the list of names of the children going on the visit
- * Ensure you have the correct adult/child ratio
- * Do a risk assessment on the outing before going.
- * Take with you the :-
 - * First aid kit
 - * Inhalers/other essential medication
 - * Mobile phone
 - * Contact numbers
 - * Hand sanitation gel
- * Children and Adults are to wear reflective jackets.
- * Ensure children use the toilet before leaving the building
- * Collect coats and other necessary clothing
- * Line the children up in pairs holding hands and do a head count
- * An adult must walk at the front and at the rear of the line other adults to supervise at various points along the line
- * Children must not overtake the adults
- * Adults must walk on the outside edge of the pavement next to the road
- * When crossing the road lead adult must give clear instructions. The line must walk across the road and wait with an adult until all have crossed
- * Always follow the prearranged agreed route
- * On arriving and leaving your destination recount the children
- * If there is any doubt about child safety during any outing stop the visit and all the party return directly to the pre-school by the agreed route
- * Do a headcount on returning to the building
- * Adults are responsible for the safety of children at all times

For big outings i.e. annual trip parents and carers are invited to come along and are responsible for their own children. For children going with members of staff, written permission will be sought before the outing and the above procedure will be followed.